

## BENDIGO COMMUNITY HEALTH SERVICES

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### POSITION TITLE: HEALTH PROMOTION AND COMMUNITY DEVELOPMENT WORKER

<b>Name:</b>		PO Box 1121 Bendigo Central Victoria 3552
<b>Position number:</b>		
<b>Award/Agreement:</b>	Community Health Centre (Stand-Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017	<b>Central Site:</b> Ph: (03) 5448 1600 Fax: (03) 5441 4200
<b>Classification:</b>	Social and Community Services Employee - Level 3 Pay Point 3	<b>Eaglehawk Site:</b> Ph: (03) 5434 4300 Fax: (03) 5441 4200
<b>Site:</b>	Central Site however the position may work from any Bendigo based BCHS site as negotiated	<b>Kangaroo Flat:</b> Ph: (03) 5430 0500 Fax: (03) 5441 4200
<b>Hours per fortnight:</b>	76.0 hours per fortnight	<b>Elmore Primary Health:</b> Ph: (03) 5432 6001 Fax: (03) 5432 6101
<b>Tenure:</b>	Fixed term to 25 June 2021	
<b>Position description developed:</b>	October 2018	
<b>Responsible to:</b>	Strategy, Planning and Analysis team	

#### 1. Position Role

The role of the position is:

- Support planning, implementation and evaluation of health promotion strategies and community education in line with the organisational Integrated Health Promotion Strategy 2017 - 2021.
- Define and develop clear evidence-based health promotion and prevention projects, activities and strategies in consultation with management.
- Effective liaison with local community organisations to develop and/or maintain working relationships.
- Contribute to Integrated Health Promotion reporting and evidence as required.

#### 2. Position Responsibilities

The responsibilities of the position are:

- Assist in planning, implementation, evaluation and reporting health promotion strategies, in line with Bendigo Community Health Services (BCHS) Integrated Health Promotion (IHP) Plan and Municipal Health and Wellbeing Plan.
- Assist communities to identify and access resources for community-led initiatives, including grant funding.
- Work with communities to enhance community resilience in preparedness for future emergencies and times of community stress and trauma.

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- Support the development of new and emerging community groups and establish systems and processes that assist with their long-term sustainability.
- Actively build partnerships which enhance health promotion activities and facilitate collaborative action.
- Manage health promotion projects including working within timeframe and budget constraints.

### **3. The Role of the Team**

The Strategy, Planning and Analysis (SPA) team provide a leadership role through specialist skills in organisational-wide strategic planning, process improvement, data interpretation, behaviour change, discipline approaches to problem-solving, coaching, education and project management. Reporting directly to the Chief Executive Officer, SPA is responsible for overseeing the Integrated Health promotion activities for the organisation. SPA is required to understand community and government need and expectations.

### **4. Key Selection Criteria**

#### **4.1 Essential**

1. A qualification in Public Health, Health Promotion, Community Development, Health Science or related discipline.
2. A sound knowledge of theories, models and frameworks used in both public health and health promotion.
3. Excellent interpersonal and communication skills and the demonstrated capacity to communicate effectively with a broad range of stakeholders and consumers.
4. Demonstrated ability to work as a member of a multidisciplinary team.
5. Demonstrated experience in the field of public health including planning, implementation, analysis, evaluation and reporting.
6. High level understanding of qualitative and quantitative research methodologies, evidence-based practice and validated evaluation methods.
7. A current Working with Children Check.
8. A current Drivers Licence.

#### **4.2 Desirable**

1. Intermediate level skills in SharePoint.
2. Ability to prepare funding submissions, grant applications and literature reviews.

### **5. Probationary Period**

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed with your Manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

### **6. Staff Review and Development (SRD)**

*Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the Position Role and Responsibilities and Key Selection Criteria in addition to the relevant Branch and Team Plans and the following Performance Indicators.*

#### **6.1 Self-Management:**

*Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth*

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- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.

### **6.2 Communication and Team Work:**

*High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with consumers*

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' Vision, Values, and Strategic Directions.

### **6.3 Administration and Documentation:**

*Through the use of BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.*

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

### **6.4 Learning:**

*Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.*

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and team work plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes.
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

### **6.5 Position Performance:**

*Demonstrate achievement of negotiated performance indicators specific to your position.*

- Provide program evaluation and progress data to at least the minimum level required by the funder.
- Demonstrate progress towards achieving positive outcomes for the community through your intervention.
- Show evidence of continuous learning and review of your initiatives and programs.

### **6.6 Diversity and Culture:**

BCHS treats all people with respect; values diverse perspectives; participates in diversity training opportunities and provides a supportive work environment.

### **6.7 Child Safety:**

BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **ALL** children reach their individual potential.

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**7. Other Essential Requirements**

**Staff will:**

- Complete a satisfactory Police Check before employment is confirmed, the Police Check will be initiated by BCHS at the expense of the staff member.
- Sign the pre-existing Injury/Disease Declaration.
- Present a copy of your original professional qualifications document or registration.
- Receive and comply with the BCHS Code of Conduct.
- Comply with BCHS Privacy Policy and Procedures.

**BCHS believes that “Quality is everyone’s business, safety is my responsibility”**

Co-operate with and contribute to BCHS Health and Safety procedures and participate in appropriate safety information and education activities as required.

**8. Other Information**

- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.
- BCHS has a commitment to environmental sustainability.

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 Approved: Kim Sykes  
 Chief Executive Officer

Date: ...../...../.....

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 Agreed: Health Promotion and Community Development Worker

Date: ...../...../.....