



POSITION DESCRIPTION

Position Title:	Health Promotion Program Officer
Classification Level:	ACCHS Award 2010
Date of Approval:	February 2019

PART A: POSITION SPECIFICATIONS

1. Operational Management Environment

Mulungu is an Aboriginal Community Controlled Health Service aimed at responding and providing Health and wellbeing services to a designated geographical area within Mareeba and surrounding districts. Mulungu has three tiers Health Services, Family Services and Corporate Services which deliver appropriate services under the one banner but work in cohesion to deliver outcomes for our community in which we serve.

This position is located within the Mulungu Aboriginal Corporation Primary Health Care Service and forms part of the Corporate Services Team's health promotion program.

The health promotions program aims to improve outcomes for Aboriginal and Torres Strait Islander clients by providing regionally consistent, best practice and culturally tailored approach to Aboriginal and Torres Strait Islander health education, promotion and prevention that will deliver on objectives of the program to meet the needs of the specific target group.

2. Purpose of the Position

The Health Promotion Program Officer will work within the Mulungu's multidisciplinary team to deliver health programs that complement our aim of providing culturally appropriate health and wellbeing services to ensure that we are building on the social, emotional, physical and active engagement of Aboriginal and Torres Strait Islander people in our catchment area by providing a range of active interventions to 'at risk' and well population groups.

The Health Promotion Program Officer will work as part of a Health Promotions Team to work collaboratively with schools, community and other stakeholders to deliver a range of health promotion programs in line with the organisation's Health Promotion Actin Plan.

3. Scope of the Position

The position of Health Promotion Program Officer has no delegated authority. This position will work independently and in conjunction with the Health Promotions Team under the general direction of the Corporate Services Manager. The position will require collaboration with the Health Services Team, the Family Services Team and Corporate Services Team to improve the health, safety and wellbeing of Aboriginal and Torres Strait Islanders families.

The Health Promotion Program Officer is accountable to:

- The Chief Executive Officer and the Board of Directors for practice according to the philosophy, policies and goals of the centre.
- The Chief Executive Officer and the Corporate Services Manager for a high standard of work practice.
- All Mulungu Teams for effective communication and work relationships including shared work responsibilities.

4. Organisational Structure and Reporting Relationships

The position of the Health Promotion Program Officer reports to the Health Promotion Team Leader and sits within the Corporate Services Team.

Primary Duties and Responsibilities

1/ Delivery of the Health Promotion Program

- Undertake delivery of the Health Promotion education program into schools and communities across the Tablelands, including Mareeba, Atherton, Kuranda, Herberton, Malanda
- Coordinate the effective distribution of health information/program materials and support participants in making healthy lifestyle choices and understanding of risk factors
- Coordinate the distribution of program surveys and their collection, and ensure appropriate records of all program activities are maintained

2/ Delivery of Further Preventative Health Activities

- Undertake delivery of the Good Quick Tukka Program
- undertake delivery of Physical Activity programs/sessions (such as Traditional Indigenous Games, Sporting Events/Sessions)
- Distribute health information/program materials and support participants in making healthy lifestyle choices and understanding of risk factors

- Promote Mulungu Health services and refer participants for Aboriginal Health Checks, to other health programs and clinical advice for chronic diseases as appropriate
- Deliver Deadly Choices Work Out Program Activities, including working with Aboriginal community controlled health services to identify potential participants
- Link with Health Service Team regarding client referral processes and system needs
- Undertake the distribution of program surveys and their collection, and ensure appropriate records of all program activities are maintained
- Participate in regular team capability activities with focus on skills maintenance and upskilling through team meetings and performance reviews
- Provide strategies and guidance to deliver culturally appropriate health promotion and education

3/ Delivery of Health Promotion Community Days and Clinic Support Activities

- Assist in the logistics of set up and dismantling of stalls and activities including program delivery of Community Events
- Support and provide education, instruction and role modelling of key health messages at community events; including positive messaging about Mulungu Services
- Promote and encourage active participation in physical activity, healthy eating and tobacco cessation programs
- Create pathways for participants to access Aboriginal Health Checks, Chronic Disease Management, Allied Health Services as appropriate and in line with Mulungu's business and model of care framework
- Liaise with Mulungu Health Services Teams to identify opportunities for clinic based education and promotion

4/ Clinic Process Improvement

- Work with the clinical team to identify and strengthen internal referral pathways between services and programs, ensuring transparent access to support services and programs
- Identify continuous improvement opportunities and report to Health Promotion Team Leader.
- Create and coordinate access to improve culturally appropriate and drug, alcohol and mental health counselling services to Indigenous people
- Follow up on programs and activities to ensure commitments made are supported and maintained

5/ Quality

- Prepare monthly and quarterly reports and submissions as required to ensure that adequate and appropriate records, data and statistics are kept and meeting the your positions KPI's
- Maintain professional standards of practice in the delivery of safe client care

- Collect, collate and report on data as required for the Qualtrics online data base, Service Activity Report, Action Plan Report and the Health Promotion Action Plan
- Maintain appropriate files and case notes as per organizational policies and procedures
- Comply with contemporary Human Resource Management issues including Workplace Health and Safety, Equal Employment Opportunity and Antidiscrimination as applied in the work environment
- Evaluate own practice by participating in performance development processes
- Participate in quality improvement processes to improve client and Health Promotion outcomes
- Perform other duties associated with the position as directed by the Corporate Services Manager or the Chief Executive Officer

Legend Red = QI, Green = Client Servicing, Brown = Leadership, Purple = reporting

PART B: PERSON SPECIFICATIONS

1. Qualifications

- Qualifications of Certificate III or IV in Aboriginal/Torres Strait Islander Primary Health Care – Community Care or equivalent preferred, or preparedness to undertake relevant VET training.
- Demonstrated experience working in Healthy Lifestyle or similar Health or Community engagement/development programs, is desirable.

2. Skills, Knowledge and Ability

- Experience working with Aboriginal and / or Torres Strait Islander peoples and communities with sensitivity of local indigenous history and cultural lifestyles;
- Well-developed interpersonal skills with the ability to communicate effectively Aboriginal and Torres Strait Islander peoples;
- Experience in providing a range of health services for family and related issues to Aboriginal and Torres Strait Islander peoples;
- Understanding of the development context and experience in building individual and community capabilities;
- Capacity to develop rapport with a wide range of diverse groups and gain their confidence and commitment;
- Sound judgment to think through complex issues and develop workable solutions to challenges;
- Demonstrated negotiation skills to sell difficult concepts and influence positive outcomes;
- Strong work ethic and be a self-starter;

- Strong people skills with excellent listening capacity and good communication skills;
- Ability to function in a multi-disciplinary team and ability to function independently;
- Knowledge of or ability to acquire knowledge of human resource management issues including Workplace Health and Safety, Equal Employment Opportunity and Antidiscrimination.

3. Standards of Practice

- Maintain professional standards of practice in the delivery of safe client care;
- Practice within an evidence-based framework;
- Participate in ongoing professional development of self and others;
- Operate as a co-operative team;
- Be flexible, multi-skilled and able to work with a diverse range of individuals, multidisciplinary groups and community agencies;
- Continually update own knowledge and skills.

4. Additional Factors

- Possession of a current 'C' Class Driver's License (Queensland) is required.
- Must possess or be eligible to obtain a Working with Children Blue Card.
Travel across region is required.

PART C: SELECTION CRITERIA

- SC 1** Qualifications of Certificate III or IV in Aboriginal/Torres Strait Islander Primary Health Care or willingness to undertake relevant VET training.
- SC 2** Demonstrated ability to work with Aboriginal and Torres Strait Islander communities and their leaders, respecting traditional culture, values and ways of doing business.
- SC 3** Ability to work with other health professionals and organisations.
- SC 4** Demonstrated understanding of the health, social and emotional wellbeing needs of the Aboriginal and Torres Strait Islander people.
- SC 5** Interpersonal skill that demonstrate the ability to effectively communicate, negotiate and liaise with clients and members of the community, general and technical staff in the provision of professional quality client service.
- SC 6** Demonstrated ability to plan, develop, deliver and evaluate health promotion programs to Aboriginal and Torres Strait Islander people in the target area.
- SC 7** Demonstrated competency in use of Business technology and desktop applications, internet, word, spreadsheet and database packages.

PART D: KEY PERFORMANCE INDICATORS

KPI 1 Deliver Health Promotion Programs (include HLP, DC fit, Good Quick Tuckka, Senior Games, Tobacco Cessation Programs):

- 12 programs per year (3 per Quarter) – Minimum of 15 participants per programs
- 70% participants to have Health Check

KPI 2 Smoke Free community/Sporting Events:

- 8 per year - 2 per quarter, with 4 regional events per year (Team KPI)

KPI 3 Deliver Tobacco Stalls:

- 1 per week, 52 per year Program Officer recording Number of participants and number of referrals made back to Mulungu team
- 5 pledges per program officer per week ,260 pledges per year
- 5 surveys per program officer per week, 260 surveys per year

KPI 4 100% Completed Monthly, Quarterly, Reports to Team Leader on success, challenges and outcomes against KPIs.

KPI 5 Collect data and feedback, evaluations of reports of programs

- 12 sets of program data, including attendance sheets, pre, post surveys.
- 100 % Completed Staff Journal
- Evaluation Forms

KPI 6 100% data entered each Month Qualtrics data base & Step Care Data Bases

KPI 7 Plan programs, group work, therapeutic; physical, active and supportive nature. (Smoke Free, Sugar free programs) On top of KPI 1

- 2 programs per week running 10 weeks (per Quarter)
- 8 programs per year – Minimum of 10 participants per programs
- 8 Program Plans with 8 risk assessments
- # Attendance sheets, pre, post surveys
- 70% participants to have Health Check

The preceding information is an accurate statement of the requirements and employment of this position, at this time.

Signature: _____ Date ____/____/____
(Chief Executive Officer)

I have read and understand the duties and requirements of the position as described in this position description and agree to be employed under such conditions and the relevant Award.

Employee's Signature _____ Date ____/____/____