

POSITION DESCRIPTION

Position Title:	Health Promotion Project Officer – Skin Health
Classification Level:	as negotiated with CEO
Date of Approval:	September 2023

PART A: POSITION SPECIFICATIONS

1. Operational Management Environment

Mulungu Aboriginal Corporation Primary Health Care Service (Mulungu) aims to improve outcomes for Aboriginal and Torres Strait Islander people leading to life changing primary health care. Our service is an Aboriginal Community Controlled Organisation working to improve health outcomes and wellbeing for the Indigenous community.

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 forms part of the health services team, which is responsible for addressing the health needs of the community and its members. Health services are provided to a designated geographical area within the Mareeba Shire.

2. Purpose of the Position

This position is responsible for leading the Skin Health Project at Mulungu.

3. Scope of the Position

The position Health Promotion Project Officer has authority as delegated by the Chief Executive Officer.

The Health Promotion Project Officer is accountable to:

- The Executive Officer, the Board of Directors, and the wider community for practice according to the philosophy, policies and goals of the centre.
- The Health Services Manager for a high standard of work practice.
- The clinical team for effective communication and work relationships including shared work responsibilities.

4. Organisational Structure and Reporting Relationships

The position of the Health Promotion Project Officer reports to the Health Services Manager. Refer to the organisational chart for details of where the position is located within the wider organisational structure.

5. Primary Duties and Responsibilities

- Planning, implementation and evaluation of the Skin Health Project.
- Use various strategies to support the project including health education, mass media, community development and community engagement processes, advocacy and lobbying and social media.
- Collect, collate and report on statistical data as required by the project guidelines.

- 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 patient and Medical Centre outcomes.
- Contribute to Medical Centre's documentation review processes.
- Comply with relevant plans, programs, targets and KPI's.
- Perform other duties associated with the position as directed by the Supervisor of the position or by the Chief Executive Officer.
- Legend = Purple reporting, Red = QI, Green = Client Servicing, Brown = Leadership

PART B: PERSON SPECIFICATIONS

1. Qualifications

- Tertiary qualifications in health promotion, public health, social science (with a health promotion major), health education or related field and
- Previous experience and an understanding of working with people from CALD backgrounds.

2. Skills, Knowledge and Ability

- Experience in establishing partnerships with relevant organisations and facilitating collaborative action.
- Experience working within a cross-cultural environment.
- Knowledge and understanding of Aboriginal and Torres Strait Islander cultures.
- Well-developed interpersonal skills with the ability to communicate effectively with people, particularly Aboriginal and Torres Strait Islander peoples.
- Ability to function in a multi-disciplinary team and ability to function independently.
- Knowledge and understanding of Quality Improvement processes.
- Knowledge and skills in contemporary Human Resource Management practices including Workplace Health and Safety, Equal Employment Opportunity and Anti Discrimination.

3. Standards of Practice

- Maintain professional standards of practice in the delivery of safe patient care.
- Practise within an evidence-based framework.
- Participate in ongoing professional development of self and others.

4. Additional Factors

- Possession of a current 'C' Class Driver's Licence (Queensland) is required.
- Must be able to obtain a Working with Children Blue Card.
- Possession of a Digital COVID certificate.
- Must comply with a Federal Police Check.

PART C: SELECTION CRITERIA

- SC 1** Tertiary qualifications in health promotion, public health, social science (with a health promotion major), health education or related field as well as previous experience and an understanding of working with people from CALD backgrounds.
- SC2** Experience in establishing partnerships with relevant organisations and facilitating collaborative action.
- SC3** Demonstrated ability and experience in the design, delivery and evaluations of community-based education projects.
- SC4** Demonstrated ability to write high quality reports and other written communication for a variety of audiences.
- SC5** Experience working as a part of a multidisciplinary team with the ability to apply effective interpersonal skills.
- SC6** Current drivers' licence and high level of computer literacy.

PART D: Key Performance Indicators

- KPI 1**
- KPI 2**
- KPI 3**
- KPI 4**
- KPI 5**
- KPI 6**

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 ____/____/____

