

Eastern Health

POSITION DESCRIPTION

Position Title:	Grade 2 Health Promotion Worker
Award Classification:	Health Promotion Grade 2
Award / Agreement Name:	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026
Position Reports to:	Operational: Manager Community Health Professional: Director of Allied Health

EASTERN HEALTH – GREAT CARE, EVERYWHERE, EVERY TIME

Eastern Health is one of Melbourne's largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs.



1. POSITION PURPOSE

The Grade 2 Health Promotion Practitioner is responsible for planning, evaluating, and delivering primary prevention projects that require specialised knowledge and a depth of experience. This role involves implementing best practice health promotion strategies, providing expert advice, and serving as a resource for other staff members. The Grade 2 practitioner will also be involved in ongoing training and is expected to supervise students and junior staff members as assigned. They must be capable of working independently and collaboratively with a wide range of stakeholders and partners, both within Eastern Health and externally. Additionally, the Grade 2 practitioner is expected to initiate and participate in teaching, training, research, and quality improvement activities, continuously updating their knowledge and skills.

MAJOR DUTIES AND/OR RESPONSIBILITIES

Clinical Skills and knowledge

Demonstrate high level skills within the designated area

Indicators:

- Advanced skills in planning, implementing and evaluating health promotion initiatives within Eastern Health, in the general community and other settings.
- Actively consult with community and other key stakeholders to inform work.
- Integrates best practice principles and governmental guidelines in the development of new preventative health initiatives.
- Develops and completes evaluation of Health Promotion initiatives.
- Initiates and promotes innovative clinical service delivery/ practice.
- Understands Eastern Health policies and legislative requirements which impact on wider professional practice issues and practices.
- Problem solves and develops strategies to achieve successful completion of initiatives.
- Identifies and escalates risks with initiatives and/or partnerships

Communication

Demonstrate and model effective written, verbal and non-verbal communication skills with others.

Indicators

- Demonstrates strong verbal and written communication skills in all professional domains of practice.
- Demonstrates strong stakeholder relationship and partnership development skills.
- Demonstrates proven ability to negotiate conflict resolution.
- Promotes effective communication and positive relationship development

Organisational Skills

Demonstrate and foster sound organisational skills.

Indicators

- Able to manage own time and prioritise competing demands to ensure delivery projects within set timeframes.
- Maintain professional competency through opportunities for professional development.
- Develop reports as required – project proposals, progress reports, evaluation reports.
- Assists in monitoring and reflecting on program specific key performance indicators.
- Sound computer skills with the ability to analyse data and write reports

Organisational Knowledge / Development

To possess a clear understanding of the factors affecting healthcare and apply this knowledge to activities and projects which deliver improved services and health outcomes.

Indicators:

- Demonstrate a clear understanding of the public health system and the role / responsibility of Eastern Health within this system.
- Demonstrate a clear understanding of Accreditation Standards and processes.
- Identify and implement quality initiatives, participate in and, where appropriate lead multidisciplinary / departmental quality activities and undertake other relevant projects as instructed.
- Demonstrate sound knowledge of discipline specific policies and procedures, and, where appropriate and directed, develop or review these policies and procedures.
- Consistently apply Eastern Health policies and clinical procedures/guidelines in their practice.

Professional Development and Supervision

To have a commitment to and responsibility for individual professional development.

Indicators:

- Attend, actively participate and present in relevant internal and external professional development activities.
- Actively participate in and lead staff meetings and in-services.
- Model a strong commitment to professional development, ensure currency of clinical knowledge and actively integrate new learning into clinical practice.
- Support a learning culture within the professional department
- Consider opportunities for, and participate in, evaluation of practice.
- Participate in formal supervision &/or actively seek supervision when needed, as per professional department guidelines.
- Provide supervision for junior staff and students, as required by the manager
- Participate in the Performance Review process

Teaching & Research

Involvement in teaching, training and research programs.

Indicators:

- Demonstrate ability to initiate, implement and evaluate quality projects, and participate in research with support where appropriate.
- Contribute to the evaluation and development of the undergraduate student program in consultation with the student co-ordinator.
- Supervision of students and others as delegated by senior staff.
- Development and evaluation of the teaching process, education programs and educational material.
- Demonstrate a willingness to be a mentor.
- Take on a teaching role to internal and external customers as required.
- Knowledge of research, new developments and evidence-based practice in discipline specific and related areas.

Professional Leadership

Represents Allied Health or individual discipline.

Indicators:

- Willingness to take a leadership role in the department as required.
- Display strong representation of Allied Health and/ or individual discipline as part of working parties, committees and internal and external meetings and forums.
- Recognise and support and be involved in changes in work processes.
- Act as a role model for staff within Allied Health and individual discipline

2. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to providing and maintaining a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, particularly those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

3. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem-solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

4. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high-quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

5. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

6. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

7. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually based on the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

8. ATTACHMENTS

Attachment 1 Key Selection Criteria
Attachment 2 Eastern Health /Department Information

9. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Essential

- A tertiary qualification in Health Promotion or any other undergraduate or postgraduate qualification relevant to the field of Health Promotion.
- Advanced skills in the development, implementation and evaluation of health promotion initiatives.
- Strong understanding of the social model of health, the determinants of health and their impact on communities and populations.
- Strong verbal communication skills and an ability to build highly effective working relationships and networks.
- Partnership development and management skills including building new partnerships, co-design and conflict resolution.
- Strong written communication skills, including a demonstrated ability in designing communication strategies in a variety of contexts including social media, and preparing written reports for a variety of audiences.
- Ability to work within a supportive team environment and to work independently with minimal supervision.
- Current Victorian drivers licence and willingness to work across the catchment.
- Some flexibility with the hours of work if required and the ability to work outside of regular hours if required (this would be minimal and negotiated).

Desirable

- Eligible for Health Promotion Practitioner Registration through the Australian Health Promotion Association
- Post-Graduate qualifications in Health Promotion or Public Health or any other post-graduate qualification relevant to the field of Health Promotion.
- Experience working on healthy eating, physical activity and/or tobacco and e-cigarette prevention initiatives.
- Confidence in public speaking to large groups.

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways. Should

you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au