



Position Description

Merri Health

Position Identification			
Position Title:	Health Promotion Officer		
Direct Reports	Nil	Indirect Reports:	Nil
HRIS Position Number:		Effective Date:	July 2019
Location:	Merri Central, Coburg		
Scope of Practice:	Not Applicable		
Delegation of Authority:	Refer to Delegation of Authority Policy (Policy number:1.01.07)		
Agreement/Classification <small>*For HR use only</small>	Community Health Centre (Stand Alone Services) Social and Community Services Employees Multi Enterprise Agreement 2017 <ul style="list-style-type: none"> Community Development, Level 4 		
Organisational Context			
Divisional:	Healthy Communities Division		
Program:	Community Wellbeing Program Area	Unit: Community Health Promotion Team	
Organisational chart	<pre> graph TD Manager[Manager Community Wellbeing] --> TL1[Team Leader Youth Health Promotion] Manager --> TL2[Team Leader Community Health Promotion] Manager --> TL3[Team Leader HIPPY Program] TL1 --> HPO1[Health Promotion Officers] TL1 --> CAD[Community Arts & Development Officer/Assitant] TL1 --> PO[Project Officer - Speak Up, Speak Out] TL1 --> SFYSC[School Focused Youth Service Coordinator] TL2 --> HPO2[Health Promotion Officers] TL2 --> KO[Koorie Engagement Officer] TL2 --> CDE[Community Development/Engagement Officers] TL2 --> HPG[Health Promotion Graduate] TL3 --> HT[Home tutors (x5)] </pre>		
Position Summary			
<p>Community Wellbeing Community wellbeing, population health and health promotion initiatives are recognised as a significant component of service provision at Merri Health. The Integrated Health Promotion Strategy 2017-2021 identifies the following priority areas:</p>			



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1. Preventing violence against women
2. Social inclusion
3. Access to affordable, nutritious food

There are currently two health promotion teams within the Community Wellbeing program area; the Community Health Promotion Team and Youth Health Promotion Team, with several dedicated staff in each undertaking work across three identified priority areas within the Integrated Health Promotion Strategy 2017-2021.

In addition to those staff working on the Integrated Health Promotion Strategy, the Community Wellbeing program area also includes staff that deliver services, programs or projects which are discrete from the Integrated Health Promotion Strategy.

Job Purpose

This position will hold responsibility for the following two areas:

1. The development, implementation and evaluation of health promotion strategies associated with the Count Me In 2 project.
2. Supporting the Community and Youth Health Promotion Teams with writing grant submissions

Count Me in 2 (CMI2) is a sports participation program targeting women and girls from culturally diverse backgrounds. It is a partnership project with Moreland City Council funded through the Free from Violence Local Government Project Grants, Department of Social Services (DSS) and Tennis Victoria until May 2020.

Reporting to the Team Leader, Community Health Promotion, this position will use evidence-based practice and work in partnership with community members, local government, community and agency stakeholders to plan, implement, and evaluate health promotion strategies associated with the Count Me In 2 project.

It is expected that this position will work closely and collaboratively with colleagues from the Community and Youth Health Promotion Teams to collate information and write grant proposals to strengthen existing work within the teams.

Position Accountabilities

- Maintain and enhance professional knowledge and technical skills by keeping up to date with new developments and relevant trends.
- Undertake any reasonable additional tasks as directed by Merri Health.
- Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations.
- To plan, implement and evaluate the volunteering component of CMI2.
- Liaise with an external contractor to develop two videos to promote CMI2 and share learnings.
- Evaluate CMI2, including developing detailed case studies for all partnerships and resources to support sporting clubs into the future.
- Work closely with the CMI2 project team including the Community Engagement Officer and staff at Moreland City Council.
- Research grant opportunities, including working with all project teams to understand future direction of projects and potential opportunities.
- Write grant proposals.
- Effective liaison with community organisations and groups to respond to unmet community needs.
- Contribute to Integrated Health Promotion planning and reporting as required.



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	<ul style="list-style-type: none"> As negotiated, some out-of-hours work of an evening or on weekends may be required for community engagement activities <p>Other organisational activities:</p> <ul style="list-style-type: none"> Contribute to other relevant Merri Health activities as directed by the CEO through the Team Leader, Community Health Promotion. Undertake professional development in accordance with work plan developed in consultation with the Team Leader, Community Health Promotion. Attend monthly team meetings.
<p>Safety and Risk</p>	<p>Occupational Health & Safety (OHS)</p> <ul style="list-style-type: none"> All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Merri Health’s OHS Frameworks. <p>Physical Inherent requirements (PIR)</p> <ul style="list-style-type: none"> Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes Sound upper limb joints, with the ability to withstand repetitive upper limb activity May be required to occasionally lift and carry items weighing up to 10kgs <p>Quality & Risk</p> <ul style="list-style-type: none"> Be proactive in risk identification, notification and management. Comply with Merri Health’s policies and procedures Participate in quality improvement activities and engage clients in these activities when relevant. <p><i>Merri Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the GLBTIQ community to join our workforce.</i></p>
<p>Capabilities</p>	<p>All employees are expected to align their behaviours and utilise capabilities (or ‘soft skills’) in line with our organisational values and the level of responsibility of the position. The capabilities for this position can found within Merri Health’s Capability Matrix.</p>
<p>Key Selection Criteria</p>	
<p>Essential</p>	<ul style="list-style-type: none"> A qualification in health promotion / community development / public health Experience planning, implementing and evaluating health promotion / community development projects The ability to liaise with a wide range of stakeholders and create/maintain effective partnerships Experience in working closely with culturally and linguistically diverse groups and those from marginalised and disadvantaged backgrounds



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	<ul style="list-style-type: none">• Demonstrated ability to work independently and innovatively• Excellent written communication skills and the ability to write for a range of different audiences and formats• Experience in writing grant submissions and successfully obtaining grant funding• Well-developed verbal, computer and written communication skills
Desirable	<ul style="list-style-type: none">• Tertiary or post-graduate qualifications in health promotion / community development / public health• Experience working in a community health setting• Experience in research and evaluation
Checks, licences and registration	<ul style="list-style-type: none">• National police check• Working with children check• Current full or probationary drivers licence