



Position Description

Position Identification			
Position Title:	Health Promotion Graduate		
Direct Reports	Nil	Indirect Reports:	Nil
HRIS Position Number:	2300	Effective Date:	July 2022
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>	Merri Health Enterprise Agreement 2021 <ul style="list-style-type: none"> SACSE Level 3 		
Organisational Context			
Divisional:	Family & Community Division		
Program:	Community Wellbeing Program Area	Unit:	Community Health Promotion Team
Organisational chart	<pre> graph TD Manager[Manager Community Wellbeing] --> TL_Youth[Team Leader Youth Health Promotion] Manager --> TL_Community[Team Leader Community Health Promotion] TL_Youth --> HPO_Youth[Health Promotion Officers] TL_Youth --> CEO_Youth[Community Engagement Officers] TL_Youth --> SFYSO[School Focussed Youth Services Officer] TL_Community --> HPO_Community[Health Promotion Officers] TL_Community --> KCEO[Koorie Community Engagement Officer] TL_Community --> CEO_Community[Community Engagement Officers] TL_Community --> HPG[Health Promotion Graduate] </pre>		
Position Summary			
<p>Community Wellbeing</p> <p>Community wellbeing, population health and health promotion initiatives are recognised as a significant component of service provision at Merri Health. 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 project work across identified priority areas within Merri Health’s Health Promotion Strategic Statement 2021-2025.</p> <p>In addition to those employees working on the <i>Health Promotion Strategic Statement</i>, the Community Wellbeing program area also includes employees that deliver services, programs or projects which are discrete from this strategy.</p> <p>Job Purpose</p>			



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This position will provide support to staff working on a range of projects under both the [Health Promotion Strategic Statement 2021-2025](#) and [Reconciliation Action Plan \(RAP\)](#). Reporting to the Community Health Promotion Team Leader, this position will work collaboratively with the Koorie Community Engagement Officer and colleagues from the Community Wellbeing program area to plan, implement and evaluate evidence-based health promotion initiatives.

This role is a new position within the Community Wellbeing program area.

This is a designated Aboriginal and Torres Strait Islander position and can only be appointed to someone who identifies as an Aboriginal or Torres Strait Islander person.

The role is designed to promote career opportunities for practitioners with limited or no paid work experience in health promotion positions. This includes practitioners who are still completing their studies or have recently graduated. This role is deliberately structured to support a new practitioner to develop the skills, knowledge and networks needed for their health promotion career. The graduate will receive on-the-job training, professional development and mentoring support from a team of health promotion, community development and engagement practitioners.

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.
 - Support planning, implementation and evaluation of health promotion strategies in line with the organisational *Health Promotion Strategic Statement* and *Reconciliation Action Plan (RAP)*. Activities might include:
 - needs assessments
 - community engagement
 - designing evaluation tools
 - drafting communications materials for different audiences and platforms
 - contributing to grant or funding applications
 - facilitating workshops or training sessions
 - presenting to small and large groups
 - planning and running events
 - creating resources for capacity building projects
 - Work collaboratively with local community members and stakeholders to deliver health promotion strategies.
 - Contribute to health promotion planning and reporting as required.
- Other organisational activities:
- 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 team meetings and professional learning.

Safety and Risk

Occupational Health & Safety (OHS)

- 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.



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	<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"> • Identifies as an Aboriginal and/or Torres Strait Islander person • A tertiary qualification in health promotion, community development, public health or a related field, or is currently enrolled in a health promotion, community development, public health or related tertiary course • If graduated, must have completed qualification in the last five years • Ability to show commitment to Merri Health’s values • Strong foundational knowledge in health promotion principles • Excellent interpersonal skills, including the ability to work collaboratively with team members, engage with diverse communities, and build strong relationships with stakeholders • Ability to be organised, manage time effectively and prioritise tasks • Well-developed verbal, computer and written communication skills • A willingness and confidence to contribute to discussion, share opinions and ideas with others • A willingness and confidence to present to small and large groups • A willingness to learn and use facilitation skills • A willingness to learn, try new things, have fun and be creative
<p>Desirable</p>	<ul style="list-style-type: none"> • Demonstrated understanding of the complexity of issues, health needs, experiences and inequities that exist for priority communities, as outlined in our Health Promotion Strategic Statement



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Checks, licences and registration	<ul style="list-style-type: none">• National Police check• Working with Children check• Statutory Declaration• Current full or probationary Drivers Licence• Immunisation Category B
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