



POSITION DESCRIPTION

Health and wellbeing for all through:

- Compassion
- Integrity
- Flexibility
- Respect
- Commitment
- Equity

TITLE	HEALTH PROMOTION FACILITATOR		
PROGRAM/TEAM	Community Wellbeing		
EFT	0.8 EFT		
TYPE/PERIOD OF EMPLOYMENT	Part Time, Fixed Term (6/5/2019 to 14/2/2020)		
CLASSIFICATION	Community Development Worker Class 2 -3 Dependent on Experience/Qualifications		
AWARD/EBA	Social & Community Services Award And Community Health (Stand Alone Services) Multi Employer Certified Agreement 2005		
REPORTS TO	Manager Community Wellbeing		
SUPERVISES	Smiles 4 Miles Project Worker		
EFFECTIVE DATE	14/3/2019	REVIEW DATE	14/2/2020

Cobaw Community Health Services Ltd (Cobaw) provides a diverse range of health, wellbeing and community services across the Macedon Ranges Shire and is extending service delivery reach with new opportunities. As a not for profit Company Limited by Guarantee Cobaw’s strategic direction is led by a Board of Directors, whose membership is drawn from the local community.

To achieve our vision of a healthy resilient community, we are committed to the principles of collaborative partnerships, health promotion, community engagement, social justice and advocacy. In seeking opportunities to contribute to the lives of people in our community, we focus on achieving sustainability and expansion of services. To achieve this we always seek to add to the capabilities of our skilled and professional staff. All employees play an active role in service planning and development, quality improvement and health promotion.

In seeking skilled professionals to join Cobaw, we look for people that hold in high regard the values that are reflected in our work. Cobaw values diversity and will be responsive to the health needs of all people including, but not limited to, Aboriginal and Torres Strait Islander people; people with a disability; lesbian, gay, bisexual, transsexual and intersex people; people experiencing health inequalities; and culturally and linguistically diverse people.

THE POSITION

As Health Promotion Facilitator you will be responsible for leading the implementation of agreed health promotion priorities and programs. A key function of the role will be to engage Cobaw staff and foster internal health promotion strategies across programs. In addition, collaboration with partner agencies in project implementation and evaluation is an essential component of the role.

The key expected job outcomes of this position are:

- Increased community engagement with health promotion activities and interventions
- Effective relationships with relevant internal and external stakeholders
- Strong evidence-based health promotion practice
- All reporting requirements to met
- Increased collaborative delivery of health promotion programs and activities in Cobaw's catchment.

The scope of practice is:

- 1. Target Populations:** Community wide
- 2. Service Delivery Model:** Research, project management, community capacity building and health promotion
- 3. Service Location:** Catchment wide with outreach.

THE PERSON

The personal attributes needed to fit this role are:

- Strategic thinking
- Flexibility
- Commitment to contributing towards improving health outcomes of the community
- Initiative and self-motivation
- Understanding of acceptance and diversity.

The qualifications required for this position are:

- Tertiary qualifications relevant to health promotion and a high level understanding of contemporary health promotion theory and issues
- Experience working in a community health or community-based setting and an understanding of the principles of community health service delivery.

KEY RESPONSIBILITIES

These statements of duties/responsibilities/tasks/roles and functions are indicative and need to be understood within the context that Cobaw is in a dynamic environment where change is the norm. As organisational needs change, so do job roles and functions. We are looking to employ people who understand the need for flexibility in employment relationships and responsibilities.

- Lead and coordinate the planning, development, implementation and evaluation of health promotion activities and interventions
- Ensure Cobaw's health promotion practice is strongly evidence-based
- Collaborate with internal stakeholders to identify and engage in opportunities for Health Promotion activities
- Actively engage with community based groups to increase activities that focus on health promotion
- Meet all departmental reporting obligations including budgets, activity levels and targets
- Maintain understanding of effective interventions in the field of prevention and health promotion

- Collaborate with partner agencies in project implementation and evaluation
- Direct day-to-day project management activities including planning, implementation and evaluation
- Oversee the activities of and provide line management to the Smiles 4 Miles Project Worker. This includes supporting and managing the team member under your coordination, ensuring regular supervision and annual appraisals are conducted, and ensuring clarity of role and responsibilities.

KEY SELECTION CRITERIA

Applications must include written responses to the following:

1. Demonstrated ability to lead change in a complex environment
2. Demonstrated leadership and ability to engage the community in health promotion activities
3. Demonstrated ability to interpret population health related data, research findings and current evidence and to align practice accordingly
4. Effective skills to build strong and productive relationships with internal and external stakeholders including local government
5. High level project management skills with excellent written and oral communication skills, including experience preparing reports and funding submissions
6. Experience in staff supervision: a capacity to actively seek to improve others' skills and talents by providing feedback, coaching and training opportunities; appropriately delegate responsibilities to further the development of staff.

OTHER REQUIREMENTS

Quality

- Assist in the development and implementation of the organisation's quality improvement strategies
- In consultation with the Leadership Team develop and implement standards and ensure programs are monitored and evaluated in terms of relevance, timelines, cost effectiveness and client satisfaction
- Initiate and participate in the development and review of Cobaw policies and procedures.

Occupational Health & Safety and Risk Management

- Follow safe work practices, procedures, instructions and rules
- Perform all duties in a manner which ensures personal health and safety and that of others in the workplace
- Report all hazards or incidents that cause or may cause harm
- Apply a risk management approach to all tasks undertaken
- Attend Occupational Health & Safety (OH&S) Committee meetings as required.

General

- It is the responsibility of all staff to work within Cobaw's Code of Ethical Conduct and represent Cobaw as a professional and client-focused organisation and to promote its range of services
- Comply with Cobaw's Instrument of Delegation
- Comply with and contribute to Cobaw's Policy and Procedure Manual
- Carry out all other duties as directed consistent with Cobaw's Strategic Direction
- Maintain professional registration required to practice within the scope of practice outlined in the position description, provide evidence of current registration annually and notify Cobaw of any changes to registration when they occur
- Provide courteous advice and assistance to clients and visitors of Cobaw

- Maintain effective working relationships with staff and regularly participate in team and organisational activities
- Ensure records and accountability information is prepared, kept up to date, and forwarded in a timely manner
- Understand the budget constraints and where possible suggest strategies for improvement
- Be conversant with computer systems and other technology relevant to the position.

ADDITIONAL INFORMATION

- The successful applicant will be required to undertake criminal history records checks, including Working with Children Check clearance. Appointment is subject to the outcomes of these checks and the provision of a recruitment screening Statutory Declaration (for new employees)
- All employees are required to sign and comply with Cobaw’s Code of Ethical Conduct, Respectful Workplace Behaviour policy and Statement of Cultural Safety
- Cobaw is an Equal Opportunity Employer
- All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced into the workplace to improve OH&S
- Cobaw is an organisation that values diversity. All employees are required to have an awareness of inclusive practice principles as they relate to the following vulnerable community groups: lesbian, gay, bisexual, transgender and intersex, Aboriginal and Torres Strait Islander, people with a disability, culturally and linguistically diverse and people experiencing poverty
- Cobaw is committed to promoting and protecting the interests and safety of children. Cobaw has zero tolerance of child abuse. All staff working at Cobaw are responsible for the care and protection of children and reporting information about child abuse
- Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or diseases that might be affected by employment in this position
- Salary sacrifice arrangements are available to all permanent staff subject to Cobaw’s ongoing Fringe Benefits Tax exempt status
- The position is located in Kyneton, however the company reserves the right to vary the location of the position according to its needs and the needs of its clients and any future changes to Cobaw’s area of operation.
- This position description operates in conjunction with and forms part of the relevant individual performance development review plan. An initial review will take place three months following commencement of employment and then on an annual basis
- The position requires a current Victorian Driver’s licence
- This position is offered subject to ongoing funding.

ACKNOWLEDGEMENT

GM Signature			
Name	Julie Cairns	Date	
Employee Signature			
Name		Date	