

Women's Health Grampians

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Health Promotion Worker (short term contract) – Women's Health Grampians Position Description

1.0 POSITION

Health Promotion Worker – Women's Health
Short Term Contract

2.0 RESPONSIBLE TO

Program Manager

3.0 AWARD

Women's Health Grampians Inc Collective Agreement 2008 ("the Agreement").

4.0 SALARY

This position is located within the Level 2 and level 4 depending on skills and experience. In addition, employer superannuation guarantee and salary packaging as per the WHG policy

5.0 TRAVEL

A vehicle is available for work-related travel

6.0 HOURS

19 hours per week (0.5 EFT) to 30 hours per week (0.8 EFT) negotiable.

7.0 TERM OF EMPLOYMENT

Six month short term contract, including a three month probationary period

8.0 PERFORMANCE REVIEW

Staff Performance Appraisal and Development, as per the WHG policy.
A satisfactory Criminal Record check is required

9.0 BACKGROUND

Women's Health Grampians (WHG) is one of nine regional and two state-wide women's health services funded by the Department of Health. With offices located in Ballarat and Horsham, WHG is a community based women's health organisation providing integrated health promotion to women in the Grampians region

The service is:

- Run by women and managed by women accountable to the women it serves
- Governed by an elected Board comprising women from the region.

Visit the WHG website for current Strategic Directions 2009-2012. www.whg.org.au

10.0 SUMMARY OF RESPONSIBILITIES

As a member of a small team, the Health Promotion Worker – Women's Health will contribute to development, delivery and evaluation of health promotion activities in the translation and implementation of WHG's 3 year Health Promotion Plan. The Health Promotion Worker is also responsible for meeting requests for information on women's health issues from individuals and groups in the community.

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11.0 KEY RESPONSIBILITIES

1. Work within the Health Promotion team to translate and implement the WHG's 3 year Health Promotion Plan including:
 - Complete key areas of work within the Health Promotion Priorities of sexual and reproductive health and the prevention of violence against women.
 - Contribute to planning and development and review of the WHG's 3 year Health Promotion Plan
 - Evaluation of health promotion including written reports
 - Attend to the information and referral needs of clients and other service providers accessing the service in person, by phone or other electronic means
 - Liaise with other groups and organisations, with a view to planning suitable collaborative efforts including participation in key strategic relationships and networks
2. Provide advice and gender based evidence to other health professionals concerning women's health issues
3. Support and promote the work of the agency and advocate for women's health in general in the community, specifically in relation to rural and remote areas
4. Contribute to the overall life of the agency, attending intra-agency meetings and planning sessions when required
5. Participation in the WHG's Continuous Quality Improvement 3 year Work Plan
6. Adherence to all WGH policies and procedures
7. Other duties as requested by the Program Manager and Chief Executive Officer

12.0 RESPONSIBILITIES CARRIED OUT BY ALL STAFF

1. Participate in Staff Performance Appraisal and Development including setting of performance measures, skills development plan and performance appraisal feedback system
2. Participate in WHG's Continuous Quality Improvement 3 year Work Plan
3. Project development and management
4. Manage a budget within extent of authority
5. Develop and maintain networks across scope of position
6. Contribute to WHG internal knowledge systems
7. Contribute to planning, development and review of the WHG 3 year Health Promotion Plan
8. Support and promote the work of the agency and advocate for women's health in general in the community, and specifically in relation to those living in rural and remote areas
9. Contribute to the overall life of the agency, attending intra-agency meetings and planning sessions as required
10. Adherence to all WHG policies and procedures
11. Promote WHG

13.0 WHG Collective Agreement Classification Level And Definition

This position will be located within the Level 2 and level 4 depending on skills and experience.

1.2(b) Level 2

Positions classified at this level would typically require post secondary training though this is likely to be recent (ie new graduates) and/or a degree of experience in the community services/women's health sector. Employees at this level will typically have well developed organisational skills, and some experience in the specified duties and a general understanding of the role and functions of the

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position. The employee maybe required to oversee (with supervision) the work of students/volunteers.

Qualifications, Knowledge and Skills	<p>Minimum requirements are:</p> <ul style="list-style-type: none"> • Relevant undergraduate degree or other relevant training at a post secondary level OR two years relevant experience in the community/women's health sector. • A general understanding of community development, women's health or health promotion OR advanced administration skills.
Problem Solving	<ul style="list-style-type: none"> • Works under standardised practices and procedures or general work instructions. • May begin to specialise in a small number of functional or operational areas. • Implements current practices but has some latitude to implement alternate procedures. • Requires semi-routine problem solving within established routines, methods and procedures. Assistance would be available if needed.
Accountability	<ul style="list-style-type: none"> • Contributes to the development and achievement of the team/organisation's objectives. • May represent WHG within the broader community within well defined guidelines. • Reports to a team leader or program manager/coordinator.
Level of Supervision	<ul style="list-style-type: none"> • Works under regular and formal supervision. • Work is subject to regular quality control and progress checks. • Sets priorities jointly with her supervisor.
Human Relations	<ul style="list-style-type: none"> • Able to maintain effective working relationships with all members of the WHG staff group. • Required to effectively liaise with people and organisations external to WHG. • Expected to handle interpersonal work situations with the necessary skills to produce effective outcomes for the organisation, its consumers, and its work/objectives.

1.2(c) Level 3

Positions classified at this level would typically require advanced, specialised skills obtained through formal qualification and an accumulation of extensive job experience.

Senior administrative positions, health promotion professionals, and experienced community development workers may be classified at this level. This level may also represent the entry point for project management positions.

Employees at this level will typically have advanced organisational skills, broad conceptual capacity and a high level of proficiency in their field. The employee may be required to oversee (with supervision) the work of students, volunteers and staff at level 1-2.

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Qualifications, Knowledge and Skills	<ul style="list-style-type: none"> • Relevant tertiary qualification and at least three years relevant post qualification experience. • Advanced understanding of concepts and principles normally associated with a formal qualification or gained through related work experience. • Thorough understanding of, and capacity to provide input into the role of WHG within the broader community. • Advanced understanding of some or all of the following: <ul style="list-style-type: none"> ➤ health promotion principles ➤ social marketing principles ➤ information management principles ➤ a range of research methodologies and approaches ➤ community development principles ➤ social model of health/women's health ➤ relevant business systems and processes • High level computer literacy in all required areas.
Problem Solving	<ul style="list-style-type: none"> • Solutions to problems can generally be found in documented techniques, precedents, and guidelines or instructions. Assistance is available when required. • Works with comparable levels of difficulty and abstraction.
Accountability	<ul style="list-style-type: none"> • Contributes to the establishment and achievement of team, program and organisation's objectives. • Represents WHG within the broader community. • Responsible for the management and outputs of individual work or project plans. • Reports to a team leader or program manager/coordinator.
Level of Supervision	<ul style="list-style-type: none"> • Works with regular and formal supervision, though with some degree of autonomy once program/work plans have been agreed upon.
Human Relations	<ul style="list-style-type: none"> • Able to maintain effective working relationships with all members of the WHG staff group. • Required to effectively liaise with people and organisations external to WHG. • Expected to handle interpersonal work situations with the necessary skills to produce effective outcomes for the organisation, its consumers, and its work/objectives.

1.2(d) Level 4

Positions classified at this level would typically require advanced, specialised skills obtained through formal qualification and an accumulation of extensive job experience.

Considerable conceptual capacity, advanced organisational and information management skills, as well as higher levels of leadership and accountability, would be expected.

Senior administrative positions and program coordinators with responsibility for managing a program and/or single work unit may be classified at this level. Specialist technical and/or senior project

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managers may be classified at this level. The employee will be required to supervise the work of students, volunteers and staff at levels 1-3, and may be required to deputise for other team leaders/program managers, and the Chief Executive Officer.

Qualifications, Knowledge and Skills	Minimum requirements are: <ul style="list-style-type: none">• An undergraduate degree in an appropriate discipline plus a minimum of five years relevant experience.• A relevant post-graduate qualification is likely to be held.• Specific in-depth knowledge of the relevant field of practice.• An understanding of the context of women's health within the primary health care field.• An understanding of the broader external factors that impinge and impact upon WHG's goals and functions.• Management experience including previous supervision of staff.• Proven ability in coordination and management.• Proven leadership and strategic planning capacity.• Computer literacy in all required areas.
Problem Solving	<ul style="list-style-type: none">• Works with a thorough understanding and application of relevant theory, principles and concepts.• Works with the degree of independence needed to achieve pre-determined operating objectives.• Possesses diverse problem solving skills and has latitude to consider which among many difference procedures should be followed, and in what sequence, in order to achieve the required job results.• Works in accordance with broad practice covered by WHG's precedents and policies.

14.0 FURTHER INFORMATION

For further information: contact Emma Mahony, Acting CEO on 5322 4100

15.0 APPLICATION

To apply: Forward your application and completed selection criteria to Emma Mahony, Acting CEO: adminb@whg.org.au

Applications close at 5pm Wednesday February 1st 2012

Equal Opportunity Exemption No. A47/2000