



Position Description

Position Title	Health Promotion Officer
Supervisor	General Manager Health Services
Classification Level	AO3-AO5
Location	Katherine (with remote travel to all KWHB locations)
Number of positions reporting directly	0
Number of positions reporting indirectly	0

SUMMARY OF POSITION:

Under the guidance of the Manager Health Programs and Health Promotion Coordinator, the Health Promotion Officer (HPO) will help develop and deliver resources that promote positive health and wellbeing and increase health literacy throughout the Katherine West communities.

The HPO will undertake regular travel to KWHB communities and will participate in health promotion activities as outlined in the annual KWHB Health Promotion Calendar of events. The HPO will also provide support to KWHB Program staff and contracted external providers in the provision of health promotion and health education activities.

The HPO will also contribute to the development of specific health promotion resources and social media campaigns under the guidance of KWHB Manager Program staff and the KWHB Health Promotion Coordinator. The HPO will also be involved in ensuring all resources are culturally appropriate to our region by way of the KWHB Cultural and Health Literacy Resource Review (CaHLRR) process.

The HPO role will have a strong emphasis on the delivery of positive health promotion messages through social media platforms, iPads, various health resources and health promotion activities with a focus on improving the health literacy of our clients and a positive impact on our clients physical, social and emotional wellbeing status.



PRIMARY RESPONSIBILITIES:

1. Provision of support to all primary health care programs with health promotion material development and delivery that is consistent with KWHB health promotion strategy.
2. Work alongside other KWHB staff (especially Aboriginal Health Practitioners and Community Engagement Workers) in the delivery of health promotion materials through community events, health promotion activities and participation in quality improvement exercises.
3. Work with program coordinators and extended PHC team within KWHB to implement health promotion activities as outlined in the health promotion plan.
4. Participate in consultations with the KWHB Cultural Leadership Advisory Group in the assist to development of health promotion materials and the dissemination of approved resources.
5. Support the development of health promotion resources within the KWHB Cultural Security Framework and according to the principles of best practice in health literacy.
6. Assist in the evaluation of health promotion materials and events in line with KWHB health promotion policy.
7. Provision of support to key stakeholders and maintain effective relationships that enable health promotion information to be disseminated effectively.
8. Participate in health promotion audits as per KWHB audit schedule, ensuring that appropriate resources are approved and available for use.
9. Work in collaboration with Health Programs Coordinator, Health Promotion Coordinator and Health Program Staff to produce social media posts around health promotion across a range of health topics that are culturally relevant to our region.
10. Ensure resources are available on all KWHB iPads for client education during consultations and community events.



SELECTION CRITERIA:

Essential:

1. Understanding of issues affecting the health and wellbeing of Aboriginal people living in remote areas of the Northern Territory.
2. Be able to participate in the implementation and the evaluation of community- based health promotion programs and health promotion projects, including health promotion resource material for use in cross-cultural settings.
3. Ability to communicate and work effectively within the cross-cultural context with special reference to the development of health promotion resource material.
4. Ability to effectively communicate with community organisations and community members and assist with conducting in-services, training and education sessions to a range of audiences.
5. Ability to work independently and as part of a multidisciplinary team.
6. Computer skills, particularly in word processing, desktop publication and electronic medical records systems.
7. Proven ability to work productively and harmoniously as part of the multidisciplinary team.
8. Good understanding of iPads, its software and applications.
9. Willing and able to travel frequently by light aircraft or 4WD to remote aboriginal communities and stay for approximately one week at a time.
10. Current NT manual driver's License or ability to obtain.
11. Hold or have the ability to hold an NT Working with Children Clearance (Ochre Card) and Criminal History Clearance.

Desirable:

1. Qualification and/or relevant experience in public health, health promotion, adult education, community development, Population health or a related field.
2. Previous experience working in a Primary Health Care setting.
3. Previous experience working with Aboriginal clients in a remote setting.



KATHERINE WEST HEALTH BOARD

Aboriginal Corporation

Human Resources

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Note:

All KWHB employees are expected to be familiar with, acknowledge and comply with relevant policy and procedure with particular emphasis on workplace safety, cultural safety and equal employment opportunity, which are significant elements of KWHB's core values.

Child Safe Organisation:

Katherine West Health Board is a child safe organisation, committed to child safety and wellbeing in accordance with the National Principles for Child Safe Organisations. KWHB is striving to ensure a supportive working environment which places child safety and wellbeing at the forefront of our service delivery. We are committed to embedding child safety practices throughout our organisation and undertaking continuous improvement to prioritise the safety of all children who come into contact with our organisation, staff and services.

Approved by

Simon Cooney

Chief Executive Officer

4 April 2023

Date: 4th April 2023