# Health Promotion Coordinator Position Description

**Position Title:** Health Promotion Coordinator  
**Division:** Community Services

**Reports To:**  
- Director of Community Services (DCS) - Integrated Health Promotion Plan decisions  
- Allied Health Manager (AHM) – Human resource decisions

**Direct Reports:**  
- Allied Health Project Workers  
- Undergraduate and postgraduate students on Health Promotion placement  
- Health Promotion Volunteers.

**Primary Objective:**  
- To work in a collaborative manner within Colac Area Health (CAH) and the wider community.  
- Implement effective health promotion interventions and capacity building strategies.  
- Identify and address priority health and wellbeing issues within the Colac Otway Shire.  
- Population health focus on reducing health inequities.

**Position Dimension & Decision Making Authority:**

**Without referral to manager –**  
- General administrative tasks required to fulfil the requirements of the triennial Integrated Health Promotion plan  
- Health Promotion strategies outlined within the Integrated Health Promotion Plan  
- Networking and liaising required to develop, implement and evaluate the Integrated Health Promotion plan  
- Strategies and work plan development for Allied Health project workers.

**After Consultation with manager or others –**  
- Expenditure or service provision within budget parameters  
- Formal Correspondence with DHS, other Government bodies, Local Government, and Businesses  
- Strategic planning for Health Promotion Department  
- Media items and opportunities  
- Promotional material, including, website, posters, brochures.

**Referred to managers or others –**  
- Items outside of delegation  
- Professional Development  
- Budget decisions.

**Key Communication Contacts:**

<table>
<thead>
<tr>
<th>Contact/Organisation</th>
<th>Purpose/Frequency of Contact</th>
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<tbody>
<tr>
<td>DCS</td>
<td>All aspects of program development/delivery</td>
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<tr>
<td>DCS</td>
<td>As agreed as part of the ongoing health promotion plan.</td>
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<tr>
<td>Key community agencies and partners</td>
<td>Collaboration and Partnership for Health Promotion priority areas</td>
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<td>Community groups, clubs, consumers, local government, community health centres, schools and early years settings.</td>
<td>Support the implementation of ‘whole of community’ Health Promotion Plan</td>
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## Key Accountabilities

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<tr>
<th>Key Result Area</th>
<th>Major Activities</th>
<th>Performance Measures:</th>
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<tr>
<td><strong>Quality Care</strong></td>
<td>• Coordinates the implementation and development of the CAH Health Promotion Plan in consultation with the DCS, other managers and direct reports&lt;br&gt;1. Develops and builds HP capacity of CAH in collaboration with key community and agency stakeholders&lt;br&gt;2. Applies the Social Model of Health, Ottawa Charter, Integrated Health Promotion Framework and various other frameworks to guide program planning, provision and evaluation&lt;br&gt;Providing reports where required.&lt;br&gt;• Facilitates CAH staff participation in Health Promotion&lt;br&gt;1. Acts as a HP information resource for staff&lt;br&gt;2. Maintains a library of relevant national, state and local health data for CAH staff use&lt;br&gt;3. Provides information and assistance to staff in undertaking needs analysis as part of their HP program planning&lt;br&gt;4. Provides HP professional development sessions as planned&lt;br&gt;5. Ensures HP activities occur within DHS policies, procedures and guidelines to ensure best</td>
<td>• A completed triennial HP plan, meeting all requirements set by DHS and the satisfaction of CAH (and annual updates of this plan)&lt;br&gt;• Annual updates of the three yearly plan completed on time and meeting CAH management satisfaction and the DCS.&lt;br&gt;• Plan is current, updated as appropriate and targets reported on as required&lt;br&gt;• Reports are completed on time.&lt;br&gt;• Library of health data documents maintained and available&lt;br&gt;• HP plans identify intervention types and capacity building strategies being utilised&lt;br&gt;• Achievement of the goals and outcomes specified in the Health Promotion Plan.&lt;br&gt;• Working groups are supported and documented.&lt;br&gt;• G21 minutes and supporting documents.&lt;br&gt;• Documentation of HP workforce development plan.</td>
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practice

6. Conducts meetings, makes presentations and participates in relevant activities as required

7.Develops and supports whole of community working groups for key objective areas of the HP Plan

8. Represents CAH in HP at an organisational, regional (G21 Alliance) and local level as required

9. Works constructively with CAH management to support improved service provision

10. Ensures HP workforce development needs are identified and addressed

Responsibility and Leadership

• Maintains robust documentation of Health Promotion (HP) programs

• Manages programs within appropriate guidelines, timelines and budgets

• Conducts meetings, makes presentations and participates in other activities as required

• Links with CAH Community Services Quality plan to up skill CAH staff in HP

• Develops Work Plans for staff in funded HP roles

• Use and Implementation of the Integrated Health Promotion Principles and frameworks

• Involve the community through consultation and program plan where there will be an impact on their

• DHS satisfaction with triennial plan, as per their written assessment

• Annual audit of reports completed by due dates

• Work plans developed and updated regularly

• Relevant plans reflect consideration and incorporation of Integrated Health Promotion principles and frameworks

• Community consultation is reflected and evident in program planning processes

• Consideration and reference in planning of other programs or agencies who have guided work in priority areas. Eg. VicHealth

• A focus or commitment to support more disadvantaged areas in the Colac Otway Shire is evident in program planning and action
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<td>health and wellbeing</td>
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<tr>
<td>• Program planning and intervention is based on the best available evidence</td>
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<td>• Addressing and focus on health inequities especially in areas of higher disadvantage across the Colac Otway Shire</td>
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### Information Management
- Electronic and hardcopy files are stored on the Health Promotion drive
- Retrospective file audits reflect compliance with documented protocols.
- Complete monthly reports to the DCS

### Communication and Community Partnership
- Communication is highly developed and enables the building of key relationships with professional and non-professional stakeholders
- Ability to impart knowledge and lead HP discussions within CAH, with our partners and with consumers
- Utilises extensive community networks and setting to develop and maintain linkages with identified key stakeholders
- Liaises widely with other health professionals, community groups and agencies to ensure effective utilization of services and resources
- Represents CAH in health promotion at an organisational, local and regional level
- Demonstrates effective communication which reflects CAH core values
- HP plans and evaluation reports specify all stakeholders involved and the nature of the partnerships
- Annual report of the HP Departments number of key community partnerships per priority issues
- Documented participation in forums or processes which ensure effective stakeholder relationships
- Partnerships demonstrate CAH core values

### Quality and Risk Management
- Demonstrates a commitment to continuous quality improvement and achievement of excellence in service delivery.
- Manages Quality, Risk and OHS issues in accordance with appropriate CAH policy.
- Supports staff in the management of patient complaints and staff grievances, ensuring appropriate reporting through the Riskman complaint management system.
- Actively utilizes the CAH Quality Management Information System

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| Professional Development | • Attends to portfolio requirements as documented.  
  • Actively Participates in the ACHS EQuIP accreditation program.  
  • Participates in and supports data collection as requested.  
  • Instigates and actively participates in Quality Improvement Activities. | • Participates in the review of current policies and contributes to the development of new policy.  
  • Supports staff in the management of clinical and occupational health and safety risks, ensuring appropriate reporting through the Riskman complaint management system.  
  • Keeps abreast of legislative changes which may impact on clinical services. |
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<td><strong>Professional Development</strong></td>
<td>Documented participation in professional development activities and training opportunities</td>
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|                          | • Maintain a high standard of knowledge and expertise relevant to role, including embarking on training opportunities.  
  • Maintain an up to date written record of self-development activities | • Adherence to infection control standards and legislative requirements at all times |
|                          | **Infection Control**                            |                                                                                  |
|                          | • Ensure all practice is conducted in accordance with infection control policies, procedures and standards |                                                                                  |
|                          | **Code of Conduct and Equal Opportunity**        |                                                                                  |
|                          | • Develop and maintain sound knowledge of and commitment to CAH policies and procedures  
  • Ensure that all staff are treated fairly, equitably and not subject to any form of discrimination or harassment  
  • Demonstrate and abide by CAH’s Workplace Code of Conduct, including the core values: Partnerships, Innovation, Leadership, Integrity, Quality and Respect  
  • Participate in promoting a safe working environment  
  • Ensure an appropriate level of customer service is provided, demonstrating a friendly and supportive approach to our consumers | • Aware of and promotes CAH policies and procedures  
  • Core values are reflected in decision making and everyday behaviour  
  • Adherence to the CAH Code of Conduct  
  • Participation and compliance of all occupational health and safety policies and procedures (including emergency response)  
  • Appropriate use of “Riskman” database.  
  • Consumers are made to feel welcome and supported at all times |
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## Key Challenges:
- Development and building of partnerships with key stakeholders across CAH, community agencies and the wider community to ensure Health Promotion programs are effective
- Production of high quality Health Promotion Plans that result in measured effective results
- Effective implementation of the Health Promotion Plan.

## Person Specification:

### Qualifications, Experience and Personal Attributes
- Bachelor Degree of Health Science with a major in Health Promotion, Bachelor Degree of Health Promotion, Public Health or Population Health, or tertiary qualification in a health related field
- Sound knowledge of integrated health promotion theory and practice
- Evidence informed work ethic
- Demonstrated ability to use research to support best practice
- Demonstrated capacity to undertake needs assessment, planning, implementation and evaluation
- Experience in health promotion activities and/or programs which involve community development concepts
- Experience in working with diverse communities, organisations and/or consumer groups
- Excellent communication skills (oral and written) and computer literacy
- Valid Victorian driver’s licence

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I have read and understand the requirements of this position description

Name: .............................................................. Signature: ...................................................... Date: ............

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