



POSITION DESCRIPTION

TITLE : Health Promotion Officer

OBJECTIVES OF POSITION

The Health Promotion Officer is responsible for the provision of professional education, advice and information to people living with arthritis, osteoporosis and other musculoskeletal conditions, their families; community groups; government organisations; health professionals; volunteers and schools.

As a member of Arthritis SA Health Services team our Health Promotion Officer's take a 'hands on' approach working collaboratively with other members of the Arthritis SA team to contribute directly to the implementation and achievement of our strategic direction and annual business plans in the pursuit of our vision and mission.

Key Working Relationships

- Reports to the Health Services Manager
- Liaison with Senior Management Team.
- There are no staff reporting to this position.

POSITION DETAILS

1. Customer/Client Relationships

- Deliver education and evaluate information programs as required.
- Plan and implement self-management programs in the community.
- Plan, organise and deliver community education activities.
- Develop and provide resources as required to support the education programs
- Strengthened brand awareness and innovative programs to facilitate business growth and awareness.
- Support of volunteers assigned to Education.
- Incorporate evaluation strategies into all programs.
- Provide high level telephone information and support to people with Arthritis

KPI's

- Evidence that education and information programs are delivered effectively within agreed timeframes and evaluated.
- Evaluation strategies demonstrate community education activities meet requirements.
- Networks are developed with relevant contacts and are working effectively.
- Appropriate level of education volunteers is maintained.

2. Systems and Processes

- Preparation of correspondence and reports to support the Education function.
- Contribute to the development and management of a database of contacts, networks to expedite access to information and enable an effective growth of customer base.
- Coordinate and support relevant meetings, working groups and special functions as required.
- Collate data forms and input as required and write evaluation reports.
- Development and maintenance of record management systems to support Education.
- Development of cost effective grant applications and grant related activities to obtain funding for health education programs and related work

KPI's

- Evidence that correspondence and reports are prepared professionally, accurately and within agreed timeframes.
- Evidence of a contact database is demonstrated, and records are current and accurate.
- Feedback received that meetings, working groups and special functions are effective and meet agreed requirements.
- Evidence that data entry is accurate and up-to-date.
- Evidence that record management systems are effective and up-to-date.
- Evidence that grant applications are prepared accurately and within agreed timeframes.

3. Performance Management, Improvement and Evaluation

- Evaluate education programs to ensure quality and relevance.
- Prepare monthly reports as required on progress of portfolio.
- Initiate and be actively involved in continuous improvement initiatives.
- Undertake research and small projects and preparation of statistics as required.
- Evaluate results based on accountability requirements and success in achieving desired outcomes.
- Seek learning opportunities and develop and maintain own professional development portfolio of learning and experience.

KPI's

- Reports are prepared accurately and provide relevant information within agreed timeframes.
- Demonstrate an active involvement in organisational commitments related to continuous improvement initiatives.
- Research, small projects, statistics and written reports are accurately prepared within agreed timeframes.
- Demonstrate professional development practice.

4. Leadership & People

- Ensure a strong communication link between staff, volunteers and management related to required information.
- Accepts responsibility for own safety in the workplace and takes appropriate remedial action when hazards are observed.

KPI's

- Observation and feedback is that safe practice is integrated into daily operations.
- Evidence exists of working within the organisation values.
- Demonstrated ability of working collaboratively within a small business environment including the engagement of Volunteers.
- Coordinate and support relevant meetings, working groups and special functions.

PERSONAL CRITERIA

Experience and Knowledge

Essential

- Certificate IV in Training and Assessment (TAE40110) – **Essential or willing to undertake**
- Holds an unencumbered Australian drivers licence
- Experience in the delivery of education, advice or information services to adults and children from diverse backgrounds
- Proven experience in the 'hands on' planning, delivery and evaluation of high quality, relevant health promotion, self-management and education programs for adults and children from diverse backgrounds, health professionals and other stakeholders
- Excellent presentation skills
- High level oral, written and interpersonal communication skills
- Ability to work effectively both within a team and autonomously, and contribute to a positive team environment
- "Can do" attitude
- Intermediate Skills in Microsoft Office including PowerPoint, Excel and MS Project

Desirable

- Tertiary qualifications in a relevant medical, health or education discipline
- Experience in building and delivering on-line learning including the use of webinar tools
- Experience in the preparation of grant applications and associated processes.
- Knowledge of, and empathy for, the impact of musculoskeletal conditions on the individual, their carers and the community as a whole, or the demonstrated ability to acquire this. Commitment to a social model of health and a population health approach to addressing consumer health needs
- Ability to develop resources (including on-line delivery) as required to support health promotion and education programs

Accepted by Employee:

_____/_____/_____
Signature Print Name

Approved by CEO

_____/_____/_____
Signature Print Name

CONDITIONS OF EMPLOYMENT:

- This position is for 22.5 hours per week; Wednesday to Friday.
- Total remuneration is in accordance with the Arthritis Foundation of South Australia Inc. Administration Agreement
- Access to salary packaging with not for profit tax benefits of salary packaging available for full and part time positions;
- This position is subject to a six month probation period;
- Appointment to the position may be subject to a satisfactory police check, prior to commencement;