



JOB DESCRIPTION

Key Position Information			Date Reviewed:
Title	Health Promotion Officer	Department - Location	Operations
Reports to	Senior Outreach Manager	Award	Richmond Wellbeing Enterprise Agreement 2016
Level / Salary	Level 5 Super 9.5%	Basis of Employment	Part Time
Role Purpose			
Plans, implements and evaluates health promotion programs in RW. Develops relevant training for clients, families and staff and builds the capacity of the organisation. Participates in the development of partnerships within communities and with other key stakeholders			
The duties may vary in line with operational and business requirements.			

Richmond Wellbeing Vision, Purpose and Values			
Our Vision: A world where people are supported to recover, live well and to have a meaningful and contributing life.			
Our Purpose: We listen, respond and work holistically alongside people to support mental health recovery.			
Hope	Relationship	Integrity	Innovation
We believe that people can and do recover from mental distress.	We work in a person-centred way, in partnerships, and are mindful to promote positive relationships between individuals, families, support networks, services, businesses and the community.	We work with kindness, respect, honesty, reliability and professionalism.	We always look for opportunities to innovate in order to lead the way in supporting mental health recovery.
Statement of Diversity			
The staff at RW are committed to creating a safe and comfortable environment for all staff and consumers. To view our diversity statement in full please visit the Richmond Wellbeing intranet.			
https://richmondwellbeing.sharepoint.com/Shared%20Documents/RW%20Diversity%20Statement%20for%20Board.pdf#search=statement%20of%20diversity			

Key Result Area	Key Accountabilities and Responsibilities	Key Performance Indicators
Richmond Wellbeing Values	<ul style="list-style-type: none"> Acts consistently in accordance with the RW Values and Key Principles – challenges practices inconsistent with these values and uses values as a basis for managing relationships and decision making Actively engage in self-reflection and develop own practice 	<ul style="list-style-type: none"> Reflect RW values in daily interactions and within scope of role. Demonstrate this in supervision and Critical reflection groups.
Program Delivery	<ul style="list-style-type: none"> Plans, implements and evaluates sustainable health promotion programs at RW, that are evidence based and in accordance with best practice principles. 	<ul style="list-style-type: none"> Delivery of successful and effective needs based programs

	<ul style="list-style-type: none"> • Develops effective partnerships to ensure cross-sector support for RW health promotion initiatives, where applicable. • Ensures programs are consistent with the needs of the community and National and State health priorities. 	<ul style="list-style-type: none"> • Partnership development
Business Development	<ul style="list-style-type: none"> • Assist RW to identify external funding opportunities and contribute to develop appropriate funding submissions. 	<ul style="list-style-type: none"> • Contribution towards increased funding and opportunities
Organisational capacity building	<ul style="list-style-type: none"> • Works with staff across all sites and services to increase their skill, knowledge and experience of staff to deliver services that are holistic and promote health and wellbeing. 	<ul style="list-style-type: none"> • Provision of education and upskilling opportunities for staff
Program Evaluation	<ul style="list-style-type: none"> • Prepares, implements and reports on appropriate evaluation strategies to ensure evaluation is conducted for all programs 	<ul style="list-style-type: none"> • Completion of evaluations of projects
Employee Contribution	<ul style="list-style-type: none"> • Positive and constructive work environment is promoted where employees are valued. • Employees adhere to the RW Code of Conduct and Ethics and Policy and Procedures • Attends Core Training and maintains all compliance requirements relevant to their role and employment with RW • To carry out other duties which may be required, requested or directed and which are within the person's capability and training to perform 	<ul style="list-style-type: none"> • Show respect and helpfulness in all interactions • Read, understand and seek clarification of Policy and procedure documents. • Enrol in and complete required Core Training within required time frame. • Duties are completed to expected standard as outlined by manager.
Occupational Safety and Health	<ul style="list-style-type: none"> • Promote a safe and healthy working environment that complies with OSH requirements • Take a shared responsibility to ensure the safety and well-being on self and others • Utilise all protective equipment provided and as instructed • Work in a safe manner while exercising due care and caution 	<ul style="list-style-type: none"> • A "Safe work" culture operates within Richmond Wellbeing • Documentation is maintained as per the Policies and Procedures and is accurate, legible and concise.

Employee Requirements	
Skills	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Demonstrated ability to work collaboratively with the local community, professional groups and other organisations. • Demonstrated research and evaluation skills. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Experience working with Aboriginal communities and other marginalised groups. • Demonstrated ability to develop and implement professional development programs
Knowledge and Qualifications	<ul style="list-style-type: none"> • Tertiary qualification in health promotion or public health. • Demonstrated high level of oral and written communication and negotiation skills.
Attitude	<ul style="list-style-type: none"> • Positive attitude towards people experiencing mental distress. • The ability to live RW values in all workplace tasks and interactions. • Pro-active individual who is enthusiastic and committed to upholding RW values and principles

Experience	<ul style="list-style-type: none">• Experience in planning, implementation and evaluation of health promotion programs• Demonstrated experience in the effective application of health promotion principles.
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