

Comprehensive Position Description

Position:	Health Promotion & Community Education Officer (Disability Services)
Location:	Canberra, Australia
Organisational Unit:	Education, Health Promotion & Training
Reports to:	Manager Education, Health Promotion & Training
Salary/Classification	SHFPACT Enterprise Agreement 2011-2013 P.O Level 2/Level 3

Job Summary: As part of a multidisciplinary team at SHFPACT this position supports the delivery of a range of community education, health promotion and promotional event activities. This position is attached to Disability Services. Health Promotion & Community Education Officers also assist with workforce development and professional development training services delivered by the organisation and may act in the capacity of Trainer/Assessor where qualified and required.

Specific positions and roles within this professional classification may focus on:

- Disability Inclusion
- Education and community services workforce development courses and activities that benefit people with a disability
- Sexuality and relationships education (support for people with disability)
- Sexuality and relationships education (schools)
- Sexual health promotion projects
- Community-based sexual violence prevention
- Health information and health promotion campaigns

The focus and availability of specific roles is dependent on current funding program and organisational strategic priorities.

Organisational Context and Practice Framework SHFPACT is a not-for-profit, non-government, membership-based organisation, and is a member of Family Planning Alliance Australia (FPAA) - a network of independent, state based Family Planning Organisations, affiliated to the International Planned Parenthood Federation (IPPF). Our membership is varied and includes community members and community organisations, government service providers, academics and health professionals.

Sexual Health & Family Planning ACT's (SHFPACT) purpose is improved sexual and reproductive health for the Canberra community, within a framework of human rights and social justice.

Sexual Health & Family Planning ACT identifies barriers to improved sexual and reproductive health as:

- a. the availability, accessibility and affordability of high quality health services;
- b. the availability of workforce skills development opportunities in the community that improve the responsiveness of primary healthcare providers, and other workers and carers in the area of sexual and reproductive health;
- c. access to accurate and appropriate knowledge and information to inform public policy and personal choices about sexual and reproductive health;
- d. the structuring of health and community support services in ways that create separation and 'silos' that do not reflect the lived experience of sexuality, sexual and reproductive health as an interconnected whole.

Sexual Health & Family Planning ACT identifies priority populations facing barriers to achieving improved sexual and reproductive health as:

- a. Young people
- b. People on low incomes or who are otherwise facing financial hardship and disadvantage;
- c. People from culturally and linguistically diverse backgrounds
- d. People with disabilities
- e. Aboriginal and Torres Strait Islanders, and
- f. People who identify as gay, lesbian, bisexual, or queer, and people who are same-sex attracted, sex and/or gender-diverse

Sexual Health and Family Planning ACT recognises that other population groups also face barriers to improved sexual and reproductive health, and develops and delivers responses consistent with these Ends informed by an evidence base, including research, policy priorities and frameworks, and needs assessment for new and emerging areas of work.

SHFPACT believes that the issues concerning HIV/AIDS, Hepatitis and STIs are most effectively dealt with in the total context of sexual and reproductive health, and that the promotion of holistic approaches sexual and reproductive health, respectful relationships and comprehensive relationships and sexual health education are vital components of any prevention strategies. Health Promotion & Community Education Officers will maintain and improve the currency, accuracy and relevance of information on general sexual and reproductive health issues, sexually transmissible infections and blood borne viruses.

Duties and Responsibilities

Service Delivery:

- Contribute to the provision of high quality, effective and efficient community education, professional development training and health promotion services and strategies in the area of disability, sexuality, sexual and reproductive health
- Investigate and advise on existing resources in the field and support new resource development as required
- Liaise with appropriate partner organisations, professional bodies and networks to enhance organisation, program and service profile and capacity

Administration:

- Maintain records and provide statistical and activity reports for program and projects
- Plan effectively for the delivery of services according to organisational and funding agreement goals, objectives and output targets
- Evaluate service delivery against organisational and funding agreement goals, objectives and output targets

Teamwork:

- Facilitate a positive, respectful work environment and effective communication
- Observe the Employee Code of Conduct and organisational policy and procedures in all communication with colleagues and in the resolution of grievances and conflict

Workplace Safety:

- Observe the responsibilities of all employees and supervisors in organisational Workplace Health & Safety policy and procedures
- Promote workplace health & safety and adherence to organisational policy and procedures with supervised staff and colleagues
- Observe the Employee Code of Conduct and organisational policy and procedures in the treatment of clients

Other duties:

- Undertake additional tasks as required to assist in the smooth running of the program, Unit and organisation.

Position Requirements

Key Relationships:

Internal:

Health Promotion & Community Education Officers:

- Report directly to the Manager Education, Health Promotion & Training, and ultimately to the Executive Director;
- Work closely with other education and training, health promotion, and other professional staff in the planning and implementation of service delivery programs;
- Liaise with administrative and financial staff, medical officers and registered nurses to ensure the effective administrative operation of the organisation and enhance the profile and capacity of the organisation's service delivery programs;
- May supervise volunteers and student placements as delegated from time to time;

External:

Health Promotion & Community Education Officers are required to establish and maintain important external relationships to ensure the efficient and effective information, education, health promotion and professional development training services to clients, including:

- Government agencies and departments, including funding and accreditation bodies;
- Health, disability, youth and community service providers;
- Public and private primary and secondary school staff, students and parents/carers in the ACT;

- Tertiary education institutions;
- Relevant professional bodies and networking forums; and,
- Contractors and suppliers, including training service providers, as required

**Employment Level
Classification Criteria:**

SHFPACT Enterprise Agreement 2011-2013 Level 4:

- Performance of duties requires a high level of skills and competence
- Works without close regular supervision of duties/tasks, seeks guidance or direction as required
- Applies general and some specialist knowledge and skills to a range of tasks
- Work is performed within established procedures parameters that involve exercise of discretion in problem-solving & decision making within the broad policy/procedures of the organisation in responding to variable or unpredictable circumstances with the guidance or direction of colleagues/supervisors as appropriate. Autonomy of decision-making is exercised in limited situations.
- Seeks advice from and provides advice to colleagues and peers in determining priorities and work planning
- Provides general advice to supervisors/management, and/or governing body
- Actively identifies and engages in opportunities for training and professional development within area of work and in identifying broad professional and skills development needs
- Consistently applies detailed understanding of the aims, work and operating context of the organization in performing tasks and duties, promotes the values and philosophical framework of the organization in all areas of work, and sets work priorities and goals accordingly
- Communicates regularly with all internal staff groups, relevant external contractors and suppliers, liaises routinely with relevant external stakeholders, and responds to all contacts with members of the public and refers as required, in performing tasks and duties and exercising responsibilities. May represent the organization publicly as directed within clearly defined limits.

Accountability, Authority and Delegations: Health Promotion & Community Education Officers are accountable for:

- i. Delivery of high quality, effective and efficient community education, professional development training and health promotion services and strategies
- ii. Optimal service delivery performance within scope of authority and delegations, and within resource limits
- iii. Ensuring organisational systems and processes are functioning effectively, identifying risks to this effective functioning, and rectifying or remedying these risks within scope of authority and delegations, and resource limits
- iv. Provision of accurate and timely information and data about service activity and performance

Health Promotion & Community Education Officers have authority to:

- i. Propose and submit amendments and updates of Unit and organisation procedures, where these are consistent with organisational policy and decisions of the Council and management team, and within professional capacity and delegations
- ii. Respond to requests for service within professional capacity and program priorities
- iii. Respond to client complaints according to organisational procedures

Special

Circumstances:

Performance indicators: To be negotiated through work planning with supervisor.

Professional Capacity Profile:

An indicative, non-exhaustive statement of the kinds of qualifications, skills, knowledge, values & attitudes required to perform in the position, to be used as a guide for selection criteria at time of recruitment, and for professional development planning

Qualifications: • Relevant qualifications in education, training, health, health promotion/education or a or other relevant discipline

- Cert IV Training & Education, or equivalent

Experience:

Relevant employment experience:

- working with and/or delivering health information and health education services to individuals, community groups, and professionals.

Demonstrated experience in:

- communicating with clients sensitively and appropriately
- development, promotion, delivery and evaluation of training and education programs and information resources to a range of target populations

Capacity or aptitude for:

- project management
- preparation of funding submissions and grant proposals

Values and Attitudes:

Understanding of, and professional commitment to, promoting sexual and reproductive health and rights within a pro-choice, client-centred and comprehensive framework

Knowledge:

Demonstrated understanding of:

- The sexual and reproductive health needs of the general community and priority populations
- The application of theories of learning to diverse audiences

Skills

- Development, promotion, delivery and evaluation of health promotion and health education programs, activities and services.
- Excellent interpersonal and written communication skills across a range of service and community settings with a strong client service focus.
- Competency and familiarity with the use of common computer-based file management, booking, database, spreadsheet, and word processing packages and software
- Ability to prioritise and complete work tasks autonomously under minimal direction
- Ability to work effectively as part of and contribute to a multidisciplinary team
- Capacity to quickly acquire and apply new skills and information to new tasks and situations, including ability to acquire knowledge of sexual and reproductive health issues
- Familiarity with and ability to use website content management software and designated social media platforms used by SHFPACT

Selection Criteria Essential:

- 1:** Relevant qualifications in education/training, health, health promotion/education or a related discipline, or a minimum of 2 years of experience in a relevant field of work.
- 2:** Understanding of and professional commitment to promoting sexual and reproductive health within a client-centred, pro-choice, human rights and feminist framework.
- 3:** Demonstrated skills in and understanding of the development, promotion, delivery and evaluation of training and education programs to a range of target populations, and in particular young people and people with disability.
- 4:** Demonstrated understanding of, or demonstrated capacity to quickly acquire knowledge in, sexual and reproductive health needs of the Canberra community and target populations.
- 5:** Excellent interpersonal, verbal and written communication skills demonstrated in a range of organisational and community settings.
- 6:** Demonstrated ability to prioritise and complete work tasks under minimal supervision, and ability to work effectively as part of a multi-disciplinary team.
- 7:** Demonstrated ability and familiarity with use of Microsoft Office applications.

Desirable:

- 1:** Certificate IV in Training & Assessment, or equivalent.
- 2:** Demonstrated experience in the preparation of funding submissions and grant proposals
- 3:** Demonstrated experience in the development and dissemination of information products and training resources.

Other Requirements:

- 1:** Current driver's licence and access to own currently registered vehicle for work use.
- 2:** Successful completion of a Working with Vulnerable People and/or AFP Criminal History check (as appropriate) and NDIS Worker Screening
- 3:** Availability for after-hours and weekend work (with notice) as required.