

Position Description

POSITION TITLE	Preventative Health Program Officer		
REPORTS TO (TITLE)	Business Innovation Manager	DIRECT REPORTS (TITLE)	None
LOCATION	Negotiable within the HealthWISE service delivery area		
CLASSIFICATION	HealthWISE Enterprise Agreement 2021 Administrative Level IV		

COMPANY DESCRIPTION

Vision – Healthy Communities

Purpose – Creating better health for our communities

HealthWISE provides primary health care programs and clinical services across the New England North West area of NSW and an increasing range of services and programs in the Darling Downs West Moreton and Goondiwindi regions. HealthWISE has been delivering federally funded primary health and social services for over 13 years. We are a not-for-profit organisation dedicated to creating healthy communities.

By employing skilled and experienced local healthcare providers and a dedicated support team, we provide efficient and effective programs that improve access, increase awareness, decrease cost, empower communities and foster long term health. HealthWISE is a flexible and inclusive organisation and is dedicated to providing a welcoming and culturally appropriate environment for everyone and promotes the safety, wellbeing and inclusion of all children.

POSITION DESCRIPTION

At HealthWISE over the next five years, we plan to expand our social impact on the wellbeing of the communities we service. To achieve this we are investing in new and continuing preventative health initiatives.

The preventative health program officer will (a) implement specific preventative health programs, working in partnership with colleagues across the HealthWISE team and footprint; (b) build capacity for social impact within the organisation and the broader community and (c) develop strategic partnerships to achieve sustainable community wellbeing. Working within the business innovation team and with HealthWISE executives, a health and wellbeing plan will be developed as part of this role and all prospective new business and existing programs will be considered through a preventative health lens.

Position Description

KEY RESPONSIBILITIES

- Steer the organisation towards a focus on the [social determinants of health](#)
- Coordinate the implementation of the HealthWISE Health and Wellbeing Plan in collaboration with the executive team and review and evaluate progress towards targets
- Identify funding opportunities for health activities and programs with a social impact
- Identify and facilitate training opportunities and requirements for HealthWISE staff in the area of preventative health, health promotion, health literacy, the social determinants of health and social impact
- Work with team leaders to coordinate health promotion and preventative health activities and events across the HealthWISE footprint
- Coordinate the HealthWISE health literacy working group and develop public awareness campaigns on preventable disease and healthy lifestyle
- Collate and track requests for health promotion and preventative health activities, and any subsequent actions
- Source clinical advice and resources for community groups and forums targeting preventative health and community capacity building
- Develop and maintain professional contacts, partnerships and networks as appropriate and collaborate with stakeholders (e.g. Councils) to Take a systems approach to community health and wellbeing
- Co-ordinate the HealthWISE gift fund
- Participate in the HealthWISE sustainability working group
- Adhere to the policies, principles and procedures of HealthWISE
- Promote cultural awareness and competence within the HealthWISE team and in interactions with consumers, stakeholders and communities
- Promote the safety, wellbeing and empowerment of children

WORK HEALTH AND SAFETY

While at work, a worker must:

- a) take reasonable care for his or her own health and safety, and
- b) take reasonable care that his or her acts or omissions do not adversely affect the health and
- c) safety of other persons, and
- d) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the WH&S Act 2011, and
- e) co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers

Position Description

ROLE CRITERIA	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Knowledge, experience and/or qualifications in preventative health, health promotion and/or health literacy • Experience in project management including planning and reporting • Ability to develop health promotion activities in conjunction with health professionals • Ability to effectively deliver health promotion information to an audience • Ability to initiate and build relationships with a diverse range of people • Ability to establish partnerships with community organisations and groups • Demonstrated attitude and behaviour that is aligned with the company's values (empowerment, equality, client focus, community, passion for excellence, visionary) • Demonstrated commitment to the delivery of quality, consistent and continuous health services to local communities • Demonstrated understanding of issues affecting Aboriginal and Torres Strait Islander people and their health • Current unrestricted and unencumbered NSW or QLD Driver's Licence • Willingness to travel and work after hours if required • Willingness to consent to a National Police Check • Current Working With Children Check held or willingness to obtain • Up to date COVID vaccination 	<ul style="list-style-type: none"> • Understanding of the Primary health care sector • Understanding of the social determinants of health, systems thinking and social impact. • Experience and/ or qualifications in population health (or public health)