

# IMPACT Community Services

## Position Description



**JOB CODE:** 04.015.42  
**JOB TITLE:** Health Promotions Officer  
**PROGRAM/SECTION:** IMPACT Community Health Service  
**REPORTS TO:** IMPACT Community Health Service Practice Manager  
**AWARD:** Health Professionals and Support Services Award 2020  
**CLASSIFICATION:** Level 4  
**PROBATIONARY PERIOD:** 6 months (monthly reviews undertaken during this period)

<b>Approval Date:</b>	13.12.2024	<b>Version:</b>	20241213
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### Impact Commitment Statement

Our staff will actively contribute to the organisation’s vision, mission, values, policies and procedures.

In return, our staff will enjoy making a difference in the community, working within a supportive team, with a strong commitment to learning and development; and appreciate significant employment benefits.

<b>What is our vision?</b>	Improving lives
<b>What is our mission?</b>	Building a caring and inclusive community through opportunities which empower people, increase individual choice, improve resilience and increase social and economic participation
<b>What are our values?</b> What do we expect from our staff and what do our participants expect from us?	<p><b>Put wellbeing first</b> - Equip young people with strategies that will support and sustain their mental wellbeing into adulthood</p> <p><b>Build trust in relationships</b> – Cultivate habits that build positive interactions and experiences with others</p> <p><b>Empower others</b> – Walk beside someone as they increase their autonomy, self-determination and decision-making capacity</p> <p><b>Be compassionate</b> – Strive to show kindness and a willingness to support others both in our organisation and in the communities in which we live</p> <p><b>Celebrate uniqueness</b> – Create a place that is built on dignity and respect and where everyone is welcome</p> <p><b>Work together</b> – Leverage collective genius to find new ways to think big, experiment and solve shared problems</p> <p><b>Create positive impact</b> – Use our commitment and drive to energise, engage and inspire others to achieve our shared vision</p> <p><b>Strive for excellence</b> – Pursue continuous growth, high performance and improvement</p>

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### OVERVIEW:

The Health Promotion Officer is responsible for planning, implementing, and evaluating health promotion programs and initiatives aimed at improving health and well-being in the Discovery Coast region. The Officer also works closely with key stakeholders, including:

- local government
- non-government organisations
- community groups
- health services

to create activities, environments and policies that support healthy lifestyles and reduce health inequities.

IMPACT is a Child Safe Organisation and is committed to the safety and wellbeing of children and young people. All employees of IMPACT must follow the National Principles for Child Safe Organisations and all of IMPACT's internal policies and procedures in relation to safeguarding a child or young person.

The position of Health Promotion Officer cannot be achieved from home and must be performed in the workplace.

### MAIN DUTIES/RESPONSIBILITIES:

1. Health Promotion Planning & Implementation
  - Develop and implement health promotion strategies and initiatives based on community needs and assets.
  - Create culturally appropriate health promotion resources and materials.
  - Support stakeholders in mobilizing resources for health promotion activities.
  - Facilitate participatory planning processes with communities and other stakeholders.
  - Ensure that all health promotion programs are ethically sound and culturally sensitive.
2. Advocacy & Policy Development
  - Advocate for the development and implementation of policies, programs, and services that promote health and reduce health inequities.
  - In conjunction with the Practice Manager and Executive, engage with local, regional, and national stakeholders to advocate for health-related policies and community-driven change.
  - Raise awareness and influence public opinion on key health issues, using public health evidence based and best practice guidelines.
  - Identify resources required to support health promotion efforts.
3. Partnership & Collaboration:
  - In conjunction with the Practice Manager, work collaboratively with public health organizations, government bodies, educational institutions, community groups, and private sectors to enhance health promotion outcomes.
  - Participate in meetings and forums of relevance across the organisation.
  - Facilitate effective communication and partnership between stakeholders.
  - Mediate between different sectoral interests to ensure alignment of goals and resources.
  - Participate in coalitions and networks aimed at advancing health promotion.

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### 4. Community Engagement & Empowerment:

- Empower communities by fostering participation in health decision-making and promoting community ownership of health programs.
- Develop strategies to engage and support community members in taking action to improve their health.
- Conduct needs assessments with community groups to identify health priorities and service gaps, translating findings to place-based activities where relevant.

### 5. Communication & Public Relations:

- Communicate health promotion messages, imbedding health literacy principles to effectively to diverse audiences using various media channels, including social media, print, and presentations.
- Prepare and deliver reports, briefings, and presentations to stakeholders, funders, and other key partners.
- Use interpersonal and groupwork skills to facilitate meetings, workshops, and community engagement activities.

### 6. Monitoring, Evaluation & Research:

- Monitor and evaluate the impact and effectiveness of health promotion programs.
- Collect, analyse, and interpret data to inform program planning and improvements.
- Conduct health needs assessments using both quantitative and qualitative research methods.
- Report on evaluation findings and use them to refine and improve future health promotion strategies.
- Contribute to quality assurance and auditing processes including organisational Quality Management Systems (QMS) and continuous improvement initiatives.

### 7. Professional Development & Networking

- Keep up to date with the latest research, trends, and best practices in health promotion.
- Attend relevant training, workshops, and conferences to further develop professional knowledge and skills.
- Build and maintain a network of professional contacts in the field of health promotion.

### General

- Take reasonable care for personal health and safety in the workplace and that of others
- Other duties as required, taking into consideration the experience and qualifications of the staff member and the level of the position, and including assisting with activities which are beneficial to the wider organization. Where Higher Duties apply the relevant Award will be followed

## CORE COMPETENCIES (QUALIFICATIONS, SKILLS AND EXPERIENCE)

### *Essential*

#### Experience:

- A degree in Health Promotion, Public Health, Social Sciences, Health Science or a related field.
- Certification in health promotion or a related professional designation (if applicable).
- Minimum of 2 years' experience in health promotion or public health settings.
- Demonstrated experience in the development, implementation, and evaluation of health promotion programs.
- Track record of working with diverse communities, including marginalized or vulnerable groups.

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### Skills and knowledge:

- Strong knowledge of health promotion principles, including empowerment, equity, and social determinants of health.
- Experience using participatory and community development approaches.
- Excellent communication skills, including public speaking, writing, and digital media use.
- Ability to work collaboratively with multiple stakeholders across sectors.
- Strong organizational and project management skills, including the ability to manage multiple tasks and deadlines.
- Knowledge of research methods and evaluation techniques.
- Ability to develop and present clear reports, proposals, and presentations.

### Personal attributes:

- Strong interpersonal skills with the ability to build relationships with people from diverse backgrounds.
- Self-motivated with a proactive approach to problem-solving.
- Adaptable, flexible, and open to change in a fast-paced environment.
- Committed to improving health equity and promoting social justice.

### Desirable

- Registration with Australian Health Promotion Association

### LICENSING AND ADMINISTRATIVE REQUIREMENTS

***Please note that employment is subject to obtaining/holding all requirements listed below and that failure to comply may lead to termination of employment. These requirements must be maintained throughout the employment period.***

- Queensland Driver's Licence / C Class
- This is an NDIS Risk Assessed Role and therefore this position must obtain and hold a Possession of, or willingness to obtain an NDIS Worker Screening Card and Working with Children (Blue Card). There may be a requirement to also obtain a National Police Check (AFP).

### Acknowledgement

I have received, reviewed and fully understand the position description for Health Promotions Officer. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

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PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE