



## Durri Aboriginal Corporation Medical Service

Servicing the Macleay and Nambucca Valleys

ABN 52 730 046 875 ICN 27

*With Compliments*

### Position Application Package

**Position Name:** Health Promotion Officer - Kempsey

**Position No (If applicable):** Not applicable

**Contact Name:** Sue Edwards

**Telephone:** (02) 65602306

**Aboriginal people are encouraged to apply**



## General Conditions of Employment

<b>Position:</b>	Health Promotion Officer - Kempsey
<b>Position No (If applicable):</b>	N/A
<b>Award:</b>	ACCHS 2010
<b>Classification:</b>	Admin Grade 6 Level 1-5
<b>Annual Salary Range:</b>	\$70,918.64 to \$78,881.92 Depending on qualifications and experience
<b>Award entitlements:</b>	Uniform Allowance
<b>For Identified positions:</b>	Pursuant to Section 14 of the Anti-Discrimination Act 1977 (NSW) Australian Aboriginality is a genuine occupational qualification for this position. Must provide Proof of Aboriginality from Local Land Council or Elders.
<b>Benefits:</b>	9.5% superannuation; salary sacrifice; training and development; employee assistance program; uniform supplied by employer.
<b>Employment clearances:</b>	Selection criteria - see page 10
<b>Application:</b>	Email to: <a href="mailto:hr@durri.org.au">hr@durri.org.au</a>
<b>Or post marked confidential to:</b>	Application Human Resources Durri Aboriginal Corporation Medical Service PO Box 136 KEMPSEY NSW 2440
<b>Closing Date:</b>	Monday 19 November 2018 at 5.00 pm

## Information for Applicants

Thank-you for enquiring about a position advertised by Durri Aboriginal Corporation Medical Service. Durri is an equal opportunity employer and applies merit based selection techniques.

For nearly 40 years, Durri Aboriginal Corporation Medical Service has provided essential and culturally appropriate health care to Aboriginal people located in Kempsey, Nambucca Heads and its surrounding communities.

The following links showcase the regions around the organisation: <http://macleayvalleycoast.com.au/>  
<http://www.nambuccatourism.com.au/>

**Please read the following information carefully, as it will help you to understand the selection process and to prepare your application.**

Selection is based on the assessment of each applicant in relation to the requirements of the job identified in the Position Description for the advertised vacancy as well as being a team player with developed interpersonal skills and having the ability to work in an open, friendly and professional environment.

The selection criteria consists of skills, knowledge and abilities required to successfully undertake the position as detailed in the position description.

The first stage of the selection process is based on your written application. The applicants who Durri considers best demonstrate their capacity to meet the criteria will be short-listed for interview.

Your application represents you, therefore it is vital that it is well organised and provides all the required information. The following is a guide to assist you in preparing your application. The application should consist of five parts:

**1. Completed position application form** - see page 5.

**2. Covering letter**

A covering letter not exceeding one page is required.

**3. Resume**

Your resume should provide details on your education qualifications, work history, special skills or qualifications, training details and referees, plus any other information which may assist your claim for the position you seek. Be clear and informative. Include names, position titles, addresses and telephone numbers of two (2) referees (current addresses and telephone contact numbers).

**4. Selection criteria** - see page 10.

Each statement should concisely and adequately illustrate how you meet the criteria. Try to provide evidence of your work with examples. You can also include transferable knowledge, skills or ability in areas relevant to the requirements of the job, which you have developed outside the workplace as evidence of your capability to meet the selection criteria.

Give complete and relevant information. Your application is a tool to sell your skills and abilities and is the first stage of the selection process. It should be well presented and supply as much detail as necessary to fully explain your capabilities and experience.

Do not simply state that you meet the requirements of the job. Give examples which demonstrate how you meet each criteria.

***If you do not address each selection criteria your application will not be considered.***

## **5. Supporting information**

Send supporting information with your Position Application form with evidence of your qualifications that you have included on your resume; referee names with current address and telephone numbers; current police check; working with children check and confirmation of Aboriginality for identified positions.

### **Late Applications**

Late applications will not be considered for interviews.

### **Interview**

Should you be invited to attend an interview, it is important that you plan and prepare adequately. In some instances, telephone interviews can be arranged depending on circumstances.

The interview provides us the opportunity to confirm your qualification, knowledge, experience and personal qualities against the needs of the position. It also provides you the opportunity to find out more about the position.

All interviews are conducted by a Selection Panel. The Selection Panel will ask you a number of questions to determine how well you meet the requirements of the job.

Bring any documents or examples of your work that you consider may assist with your application.

You will be notified of the results of your application.

### **Reference Check**

Reference checks are used to supplement the final decision and may be conducted prior to, or after the interview.

Referees may be asked to provide information on your past employment and work performance, relevant to the requirements of the job.

Should you have any objection to this action, your concerns should be raised with the Selection Panel so that alternative arrangements can be made.

## Application Form

Full Name: .....

Address: .....

Email Address: .....

Contact Numbers: .....

Drivers Licence:  Yes  No

Drivers Licence Class: .....

Drivers Licence expiry date: .....

Do you identify as Aboriginal or Torres Strait Islander?  Yes  No

Do you identify as having a disability?  Yes  No

Are you an Australian citizen or permanent resident?  Yes  No

Do you have Working with Children check number?  Yes  No  
 If Yes provide WWCC No: .....  
 If Yes provide Date of Birth: .....

Do you have a current Police check?  Yes  No  
 If Yes provide date: .....

Do you have evidence of Vaccinations?  Yes  No

Have you provided evidence of your Qualifications?  Yes  No

Where did you see this position advertised? .....

Referees	Referee 1	Referee 2
Name:		
Title:		
Organisation:		
Contact Details:		
Email Address:		

## Position Description

<b>Position Title:</b> Health Promotion Coordinator	<b>Business Unit:</b> Corporate										
<b>Manager Reports To:</b> Chief Executive Officer	<b>Position Reports Direct To:</b> Chief Operations Officer										
<b>Primary Objective:</b>											
<p>This position is responsible for assisting Durri ACMS to support its communities of interest to achieve the best possible health and wellbeing outcomes through targeted health promotion initiatives. The key objectives include:</p> <ol style="list-style-type: none"> <li>i. To work in a collaborative manner within Durri ACMS with the MNCLHD Health Promotion and Media Units and with the wider community</li> <li>ii. Implement effective health promotion interventions and capacity building strategies</li> <li>iii. Identification of priority health and wellbeing issues within the communities serviced by Durri ACMS</li> <li>iv. Development of strategies to address priority health and wellbeing issues in the communities serviced by Durri ACMS</li> <li>v. Population health focus on reducing health inequities</li> </ol>											
<b>Position Dimension &amp; Decision Making Authority:</b>	<b>Key Communication Contacts:</b>										
<p><b>Without referral to manager –</b></p> <ul style="list-style-type: none"> <li>• General administrative tasks required to fulfil the requirement of the role</li> <li>• Networking and liaising required to develop and implement health promotion initiatives/plans</li> </ul> <p><b>After Consultation with manager or others –</b></p> <ul style="list-style-type: none"> <li>• Strategic planning for Durri ACMS</li> <li>• Media items and opportunities</li> <li>• Promotional material, including website, posters, brochures and including in clinic media resources</li> </ul> <p><b>Referred to managers or others –</b></p> <ul style="list-style-type: none"> <li>• Issues outside of delegation – complex problems/issues</li> <li>• Professional development</li> <li>• Budget decisions</li> </ul>	<table border="1"> <thead> <tr> <th>Contact/Organisation</th> <th>Purpose/Frequency of Contact</th> </tr> </thead> <tbody> <tr> <td>Chief Operations Officer</td> <td>Daily – Direction and achievement of accountabilities</td> </tr> <tr> <td>Durri Health Day Committee</td> <td>As determined by meeting schedule</td> </tr> <tr> <td>Communities, MNCLHD, schools and early years settings</td> <td>As determined – Collaboration for health promotion priority areas and to support the development and implementation of Durri ACMS Health Promotion Plan</td> </tr> <tr> <td>All staff</td> <td>As needed – Support the implementation of whole of service Health Promotion Plan</td> </tr> </tbody> </table>	Contact/Organisation	Purpose/Frequency of Contact	Chief Operations Officer	Daily – Direction and achievement of accountabilities	Durri Health Day Committee	As determined by meeting schedule	Communities, MNCLHD, schools and early years settings	As determined – Collaboration for health promotion priority areas and to support the development and implementation of Durri ACMS Health Promotion Plan	All staff	As needed – Support the implementation of whole of service Health Promotion Plan
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Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
1. Quality Care	<ul style="list-style-type: none"> <li>• Coordinates the development and distribution of Durri's Health Promotion (HP) newsletter on quarterly basis</li> <li>• Coordinates the development and implementation of Durri's annual HP plan in consultation with the COO, Managers, Durri Health Day Committee (DHDC), and others as identified from time to time:</li> <li>• Identify opportunities to build the HP capacity of Durri in collaboration with key stakeholders – Building the capacity of Durri to improve health and wellbeing within the communities we service</li> <li>• Apply recognised Integrated HP framework (Social Model of Health – Ottawa Charter and various other relevant frameworks) to guide program planning, implementation and evaluation</li> <li>• Provides Reports where required</li> <li>• Facilitates Durri staff participation in HP:</li> <li>• Acts as a HP information resource for staff</li> <li>• Maintains a library of relevant national state and local health data documents/materials for Durri staff use</li> <li>• Provides information and assistance to staff in undertaking needs assessment as part of their HP program planning</li> <li>• Ensure HP activities occur within best practice guidelines</li> <li>• Coordinates meeting, makes presentations and participates in relevant activities as required</li> <li>• Represents Durri in HP at an organisational, and at local levels as required</li> <li>• Assists in the identification of relevant training to grow the capacity of Durri's workforce in the area of HP practice</li> <li>• Work constructively with Durri management to support improved service provision</li> </ul>	<ul style="list-style-type: none"> <li>• HP Newsletter distributed quarterly</li> <li>• HP Plan completed. Endorsed</li> <li>• HP Plan, monitored, updated and evaluated as appropriate annually, meets DHDC and management satisfaction, meets DHDC and management satisfaction</li> <li>• Plan is current and targets reported on as required.</li> <li>• Reports are completed on time</li> <li>• Library of health data documents/materials maintained and available</li> <li>• HP Plans identify intervention strategies that support an integrated approach to address key health issues aimed at reducing disease/morbidity</li> <li>• Achievement of goals and outcomes specified in in the HP Plan</li> <li>• DHDC and any other working groups are supported and documented</li> </ul>

Key Result Area	Major Activities	Performance Measures:
2. Responsibility and Leadership	<ul style="list-style-type: none"> <li>• Maintains robust documentation of HP programs</li> <li>• Ensure programs operate within appropriate guidelines, timelines and budgets</li> <li>• Coordinate meetings, makes presentations and participates in other activities as required.</li> <li>• Where identified facilitate the engagement of community working groups in key objective areas of the HP Plan</li> <li>• Program planning is based on the best available evidence</li> </ul>	<ul style="list-style-type: none"> <li>• Annual audit of reports completed by due dates</li> <li>• Work plan developed and updated regularly</li> <li>• Relevant plans reflect consideration and incorporation of integrated HP principles and frameworks</li> <li>• Staff and community consultation is reflected and evident in program planning process</li> <li>• Consideration and reference given to Funders and relevant partners who have guided or participated in program design/delivery, material production, etc.</li> <li>• Where relevant community consultation is reflected in program planning</li> </ul>
3. Information Management	<ul style="list-style-type: none"> <li>• Electronic and hard copy files are stored on the Health Promotion drive</li> </ul>	<ul style="list-style-type: none"> <li>• File audits reflect compliance with documented protocols</li> <li>• Reports provided as per agreed timelines to COO, DHDC, and others as may be identified</li> </ul>
4. Communication and Community Partnership	<ul style="list-style-type: none"> <li>• Communication is highly developed and enables the building of key relationships with professional and non –professional stakeholders</li> <li>• Ability to impart knowledge and lead HP discussions within Durri, with our partners and with consumers</li> <li>• Utilises networks to develop and maintain linkages with identified key stake holders</li> <li>• Liaises widely with other health professionals, community groups and agencies to ensure effective utilisation of services and resources</li> <li>• Represents Durri in health promotion at an organisational and local level</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates effective communication which reflects Durri core values</li> <li>• HP Plans and evaluation reports specify all stakeholders involved and the nature of the partnership</li> <li>• Annual report reflects number of key partnerships, nature and outcome of collaborations</li> <li>• Documented participation in forums or processes which ensure effective stakeholder relationships</li> <li>• Partnerships demonstrate Durri core values</li> </ul>
5. Quality and Risk Management	<ul style="list-style-type: none"> <li>• Demonstrates a commitment to continuous quality improvement and achievement of excellence in service delivery</li> <li>• Quality, risk and OHS issues are addressed in accordance with the appropriate Durri policy/s</li> <li>• Attends to HP requirements as documented</li> <li>• Actively participates in Durri's accreditation processes</li> <li>• Participates in and supports data collection as requested</li> </ul>	<ul style="list-style-type: none"> <li>• Actively participates in the development, utilisation and monitoring of Durri's quality management information systems</li> <li>• Participates in the review of current policies and contributes to the development of new policy</li> <li>• Keeps abreast of changes that may impact the HP program</li> </ul>



	<ul style="list-style-type: none"> <li>• Instigates and actively participates in Quality Improvement activities</li> </ul>	
<b>Key Result Area</b>	Major Activities	Performance Measures:
<b>6. Professional Development</b>	<ul style="list-style-type: none"> <li>• Maintains high standard of knowledge and expertise relevant to role, including accessing relevant training and development activities</li> </ul>	<ul style="list-style-type: none"> <li>• Documented participation in professional development activities and training opportunities</li> </ul>
<b>7. Code of Conduct and Equal Opportunity</b>	<ul style="list-style-type: none"> <li>• Develops and maintain sound knowledge of, commitment and adherence to Durri's policies and procedures</li> <li>• Demonstrates and abides by Durri's work place Code of Conduct</li> <li>• Participate in promoting a safe work place by operating in a manner consistent with Durri's Code of Conduct: all staff are treated fairly, equitably and not subjected to any form of discrimination or harassment</li> <li>• Ensure an appropriate level of customer service is provided, demonstrating a friendly and supportive approach to our internal and external customers.</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness and promotion of Durri's policies and procedures</li> <li>• Core values are reflected in decision making and everyday behaviour</li> <li>• Adherence to Durri's Code of Conduct</li> <li>• Participation and compliance of all occupational health and safety policies and procedures.</li> <li>• Internal and external customers are made to feel welcome and supported at all times</li> </ul>
<b>Key Challenges:</b>		<b>Person Specification:</b>
<ul style="list-style-type: none"> <li>• Improving the health of Aboriginal people within region</li> <li>• Development and building of partnerships with key stakeholders across Durri, with Government and community agencies and with the community to ensure Health Promotion programs are effective</li> <li>• Effective implementation of Health Promotion plan/activities</li> <li>• Working well as part of a team and independently with minimal supervision</li> <li>• Communicating confidently and proactively at all levels</li> </ul>		<p><b>Qualifications &amp; Experience and Personal Attributes –</b></p> <ul style="list-style-type: none"> <li>• Relevant tertiary qualification</li> <li>• Demonstrated knowledge and experience of current Health promotion theory and evidence based practice</li> <li>• Demonstrated knowledge and experience in Health Promotion planning, implementation, evaluation and dissemination</li> <li>• Demonstrated ability to use research to support best practice</li> <li>• Demonstrated knowledge and experience in community development and ability to establish and maintain community, government and non-government partnerships In particular ability to develop rapport and trust with Aboriginal communities across the Organisation's footprint</li> <li>• Demonstrated effective verbal and written communication skills</li> <li>• Demonstrated high level of organisational and team skills including ability to work on a variety of projects simultaneously</li> <li>• Must hold relevant security clearances including National Police Check and Working with Children clearance</li> <li>• Current valid Driver's license, minimum of Class "C" or equivalent</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Aboriginal or Torres Strait Islander descent</li> <li>• Comprehensive knowledge and understanding of Aboriginal health issues.</li> <li>• Current First Aid Certificate</li> </ul>

## Selection Criteria

### Qualifications & Experience and Personal Attributes –

- Relevant tertiary qualification
- Demonstrated knowledge and experience of current Health promotion theory and evidence based practice
- Demonstrated knowledge and experience in Health Promotion planning, implementation, evaluation and dissemination
- Demonstrated ability to use research to support best practice
- Demonstrated knowledge and experience in community development and ability to establish and maintain community, government and non-government partnerships In particular ability to develop rapport and trust with Aboriginal communities across the Organisation's footprint
- Demonstrated effective verbal and written communication skills
- Demonstrated high level of organisational and team skills including ability to work on a variety of projects simultaneously
- Must hold relevant security clearances including National Police Check and Working with Children clearance
- Current valid Driver's license, minimum of Class "C" or equivalent

### Desirable:

- Aboriginal or Torres Strait Islander descent
- Comprehensive knowledge and understanding of Aboriginal health issues.
- Current First Aid Certificate