

<b>Position Title:</b>	Health Promotion Coordinator
<b>Award:</b>	Social, Community, Home Care and Disability Services Industry Award 2010 (38 hour week)
<b>Classification:</b>	Level 3, Paypoint to be negotiated
<b>Employer:</b>	Womens Centre for Health and Wellbeing Albury Wodonga Inc.
<b>Responsible to:</b>	CEO (or delegate)
<b>Hours of work:</b>	30 hours per week (these can vary according to needs and funding availability)

This is a part-time contract position which is ongoing depending on continued Funding and satisfactory performance appraisal.

The Women's Centre employs less than 15 EFT employees and is therefore considered a small business employer.

### **Position Context**

The Women's Centre for Health and Wellbeing Albury Wodonga Inc is a not for profit organisation providing services and support to women, by women through feminist action. Services provided include, generalist and domestic violence counselling, group programs, information, advocacy and referral, NILS (No Interest Loan Scheme) program, a well women's clinic and Rape and Domestic Violence Services Australia provide counselling for adult survivors of childhood sexual assault.

### **Position Summary**

The Health Promotion position will be responsible for a variety of duties meeting the changing identified needs of the Centre. This will include community engagement, events, development and coordination of health promotion, social marketing and social action, support to clients through information, advocacy and referral. It is required that this role will have some flexibility around priorities at different times.

### **This position requires the establishment and development of strong working relationships with:**

- Women's Centre for Health and Wellbeing staff, and visiting practitioners
- Women from the general public
- Organisations, services and networks within the Albury/Wodonga region.

### **Specific Accountabilities**

#### **Health Promotion**

1. Promote and enhance the social and emotional health and well-being of women in the community through community events, expo, forums, social action, committee meetings, workshops, educational seminars in the workplace, and individual and group work programs.
2. In conjunction with other Women's Centre staff, and in liaison with networks of women in the community, identify women's health, education, prevention and promotional needs and assist in the facilitation to address them.
3. Foster collaborative working relationships/partnerships through joint project work, training initiatives and sharing information with other appropriate health, welfare and community organisations.

4. In conjunction with other relevant organisations and networks, ensure that the needs of women from culturally and linguistically diverse backgrounds are considered and responded to in the provision of health education and promotion programs.
5. Assist in the development and coordination of the Centre's quarterly newsletter and their distribution.

#### **Direct Client Service**

6. Provide support to clients presenting at the Centre through information and the referral process.
7. Respond to enquiries from clients and referring workers.
8. Maintain relevant documentation where required to meet legal and best practice requirements.
9. Counsel clients when required, and as negotiated.
10. Participate in or facilitate group programs as required.

#### **Social marketing and social action**

11. Contribute to, participate in and/or plan and develop activities, events or campaigns to raise awareness of women's health.
12. Partner with relevant networks and organisations to develop activities and events specific to women's health and social action.
13. Assist with information delivered by the Centre's social media.
14. Participate in social action and community development activities.

#### **Communication**

15. Promote the profile and image of the Women's Centre for Health and Wellbeing through day to day activities of the position.
16. Contribute to the ongoing development of teamwork within the Centre.
17. Participate in internal supervision with the Centre Manager.

#### **Strategic Contributions**

18. Contribute to strategic planning
19. Participate in strategic activities, as required.

#### **Continuous Quality Improvement**

20. Attend professional development education.
21. Develop Performance Management Plan in liaison with the Manager.
22. Participate in performance management and review as directed by the Centre Manager.
23. Contribute to development and review of policy and procedures relevant to the position.
24. Assist in the development of procedures in relation to the position.
25. Assist with Quality Improvement as required.

#### **General Accountabilities**

1. Collect and record statistics relevant to the position.
2. Attend staff meetings.
3. Attend Board meetings, if requested.
4. Undertake other duties as required and as requested by the CEO.

#### **Selection Criteria:**

##### Essential

- A tertiary qualification relevant to the position or significant relevant experience
- Counselling, case management and direct client service experience
- Experience working with women and children experiencing violence
- Commitment to a social model of health and feminist issues
- Experience working with women from a diverse range of backgrounds
- Experience in the development of group work programs and activities

- Strong network of local contacts in the community services sector
- Demonstrated skills in advocacy and referral
- Strong Communication and interpersonal skills
- Strong organisational skills
- Understanding of and commitment to quality improvement initiatives
- Demonstrated ability to work both independently and as part of a team

Desirable

- Knowledge of health and welfare systems in the Albury/Wodonga region

**Application Process - To be received by COB 13/03/2020**

Written applications including; resume, cover letter and document addressing the selection criteria with the contact details for two professional referees should be emailed to the CEO:

[teresa.law@womenscentre.org.au](mailto:teresa.law@womenscentre.org.au)

We welcome applicants from diverse cultures, with diverse abilities and practising diverse lifestyles, and consider being a woman as a genuine qualification for this position under Section 31 of the NSW Anti-Discrimination Act 1977.

The Women's Centre is a Child Safe employer. Employment is subject to satisfactory referee checks, a current employment working with Children Check, National Criminal History check and proof of the right to work in Australia.