

Position Description

Health Promotion Worker *fixed term*

Accountable to	The Management Committee via the Manager
Delegation	The Lower Mountains Coordinator will report to the Manager
Status	Temporary Part-time Fixed Contract role to 30 June 2027
Hours of work	Up to 30 hours per week
Award/Grade	SCHADS Level 6:1
Position funding	NSW Health
Location	Based at Katoomba, with outreach and other sites as required
Probationary period	3-month probationary period

Being female is considered a genuine occupational requirement of this position.

Exemption is claimed in accordance with the NSW Anti-Discrimination Act (1977) under Section 31 (2) (h) of the Act.

POSITION SUMMARY

The Women's Health Promotion Worker will develop health promotion programs and strategies for women living in the Blue Mountains and Lithgow. They will do this by being aware of policy frameworks relevant to women's health outcomes and how BMWHRC work aligns with them.

The Health Promotion Worker will carry out the following duties (but not limited to):

- Working in accordance with the NSW Women's Health Framework and informed by the Ottawa Charter and Gender Transformative Health Promotion principles.
- Provide supervision and support to the health promotion/community development team, including consultant and support in the development of health resources, activity & event planning and reporting accountability.
- Advise Centre staff on health promotion approaches to women's health.
- Convene and/or attend other Interagencies & organising committees as negotiated or directed by Manager.
- In consultation with Manager and Management Committee, develop and implement a planning and consultation strategy with stakeholder/service provider groups and consumer groups.
- Develop partnerships with other organisations and the broader community to implement events, health education campaigns and other health promotion strategies Coordinate the Centre's group work program in line with the NSW Women's Health Framework 2019, including:
 - Undertaking consultation and facilitation of group programming
 - providing expertise to BMWHRC staff, partner organisations and sessional facilitators in relation to the development, implementation and evaluation of groups, events and workshops
 - be responsible for group program, record keeping and accountability procedures
 - developing an on-going calendar of groups and activities, and develop promotional strategies including social media, centre website, local media and printed comms
- To be an advocate for women's issues particularly women who are from disadvantaged and marginalised communities in the Blue Mountains.
- Work in conjunction with the stated goals of the BMWHRC and the health needs of the women's community in the Blue Mountains and the NSW Women's Health Framework 2019.
- Develop an annual work plan for this position in consultation with the Manager, and other Women's Health Centre staff, where relevant.
- Prepare a written report as part of annual reporting process and otherwise as required.

BMWHR CORE DUTIES FOR ALL STAFF

Refer to Appendix 1 for list.

SELECTION CRITERIA

Essential Criteria

Demonstrated skills in the following:

1. Ability to work within a feminist model and apply gender transformative health promotion principles and practice, and knowledge of the social determinants of women's health and health equity strategies.
2. Relevant tertiary qualifications in social science, social work or similar.
3. Demonstrated ability to planning, development, facilitation and evaluation of community groups and activities, including social media campaigns & website.
4. Demonstrated leadership skills in supporting and providing guidance of others (at least 2 years).
5. Well-developed organisational skills and time management.
6. Report writing, project documentation and communication (written, verbal and new media).
7. Developed networking skills including experience in engaging local agencies, stakeholders and consumers.
8. Ability to work independently and as part of a team.
9. Well-developed advocacy skills.
10. Ability to successfully complete the Working with Children Check.
11. Ability to successfully complete a National Police Check.
12. A driver's license and comprehensively insured vehicle.

Desirable Criteria

1. Experience and/or training in drug and alcohol and mental health.
2. Experience working with young women regarding women's health, mental health.
3. Experience in building partnerships and collaborations.
4. Experience in working with women of different cultural backgrounds, ages, Indigenous women and diverse sexualities.
5. Proven history working in women's health.

**I have read and understood the contents of this Contract of Employment and Job Description.
In signing this contract, I agree to be bound by the terms and conditions contained within and abide by
the duties as specified in the Job Description.**

Signature of Employee: _____

Date: _____

Signature of Employer: _____

Date: _____

Appendix 1

Blue Mountains Women's Health & Resource Centre

Position Description

Staff Core Duties & Responsibilities



Core Responsibilities All BMWHRC Staff

It is the responsibility of all Blue Mountains Women's Health & Resource Centre workers to adhere to the following core responsibilities:

1. Policy & Procedures | be familiar with
 - a. BMWHRC Policy and Procedures
 - b. the requirements of the job description
 - c. the protocols, procedures and duties as relevant to the job description
 - d. BMWHRC clients' rights and confidentiality policy and complaints procedures
 - e. BMWHRC access and equity principles and demonstrate awareness and sensitivity towards the needs of women of different cultures, sexuality and backgrounds
 - f. adheres to the Centre's Code of Ethics
 - g. Funding and accountability requirements
 - h. Attempt always to deal with complaints, conflicts and grievances as they arise and in accordance with the complaints, conflicts and grievances policies and procedures
 - i. To be aware of and work in accordance with Centre OHS policies and procedures and advise Centre Management of any OHS risks you become aware of.
2. Risk Management, Worker, Health & Safety & Quality Improvement
 - a. Work in accordance with the Service's Strategic Plan in relation to whole of centre, and as priorities relate to your role.
 - b. Comply with BMWHRC WHS policies and procedures and report risks, hazards, or near misses as identified.
 - c. Attempt always to deal with complaints, conflicts and grievances as they arise and in accordance with the complaints, conflicts and grievances policies and procedures.
3. Staff operations and development
 - a. Participate in quality improvement activities to reflect on practice and identify ways of improving service performance
 - b. Maintain currency of professional development
 - c. To work the hours which have been negotiated with the Manager, and keep an accurate record of hours worked in the Deputy payroll system
 - d. To complete and participate in annual staff appraisals, complete other administrative documentation as required, e.g.: leave request forms, etc.
 - e. To adhere to own professional standards and codes of ethics and maintain professional development.
 - f. Work in consultation and partnership with other staff at the Centre and utilise a multi-disciplinary approach to working with women who use the Centre's services as appropriate.
 - g. To liaise and work in partnership with other agencies and groups, on negotiation with the Centre Manager.
 - h. To attend allocated liaison debriefing and / or supervision sessions.
 - i. Participate in the Centre training and planning days where possible.
 - j. To report any client feedback, suggestions, changes, ideas and complaints to the Centre Manager or the Administration and Reception Co-ordinator.
 - k. Keep up to date with current trends and issues in women's health and available resources.
 - l. Evaluate own activities and participate in Centre's quality improvement activities as required
 - m. Provide written reports as required and contribute to the development of Centre reports when requested.
 - n. If you are expectedly unable to work your roster shift you will:
 - (i) SMS your Team Coordinator or Manager (depending on your role and team
 - (ii) Ring the BMWHRC landline 02 4782 5133 and leave a voice message or notify reception staff
4. Blue Mountains Women's Health and Resource Centre is a smoke-free workplace.