

## Women's Health Loddon Mallee



### Position Description

- 1 Position:** Women's Health Promotion Worker  
Full time (38 hours per week)
- 2 Prepared by:** Executive Officer
- 3 Reports to:** Communications & Engagement Manager
- 4 Organisational Context:**

The Women's Health Worker is a member of the Health Promotion Team and has responsibility for projects as negotiated. Projects are determined by the four-year Integrated Health Promotion Plan.

- 5 Key Functions and Responsibilities:**

- 5.1 Specific Responsibilities**

- Participate in the implementation of the Integrated Health Promotion Plan. The plan includes projects relating to the prevention of violence against women, gender equity, sexual and reproductive health, application of a gender lens to health promotion and gender equity. The role includes planning, research, delivering training, resource development and community development.
- Work to an evaluation plan which requires commitment to recording, analysing and writing up work being undertaken.

- 5.2 Organisational**

- Contribute to the development of the operational policies, procedures and continuous quality improvement activities as required.
- Represent the organisation on relevant committees and participate in community development and project activities as negotiated.
- Participate in interpersonal development processes and staff training initiatives as required.
- Assist with the development of safe working practices and the provision of a safe working environment by actively reducing hazards and focusing on accident prevention strategies.
- Participate in regular staff supervision.

- Participate in service meetings as required.
- Participate in service planning activities as required.
- Ensure that the confidentiality of women is respected and upheld at all times.

## 5.2 Other duties

Other duties as required by the Executive Officer.

## 6 Key Selection Criteria:

- Project management experience.
- Experience in design and delivery of training of adults in a range of settings.
- Ability to engage a diverse range of stakeholders.
- Highly developed interpersonal, communication and writing skills.
- Tertiary qualifications in the health promotion, public health, community development or community services area.
- Understanding and experience in prevention approaches.
- Demonstrated commitment to the principles that underpin contemporary Women's Health practice.
- Commitment to working within the feminist philosophy of Women's Health Loddon Mallee.
- Ability to work independently with minimal supervision.
- Good organisation skills and efficiency in work practices.
- High level computer skills.

## 7 Conditions of Employment:

- Pay rate – SCHADS Award – Level 5
- Ability to work flexible hours and travel in the region, including overnight travel as required.
- Current Driver's Licence.
- A current police check will be required.
- Work within the WHLM staff Code of Conduct.
- Subject to 6-month performance review. Annual Review thereafter.
- Participate in regular supervision.

Equal Opportunity Exemption H255/2015

Updated: October 2018

To apply for this role, please address the Key Selection Criteria found in the Position Description and forward along with your resume to [whlm@whlm.org.au](mailto:whlm@whlm.org.au)

Further information available from Makenna Bryon on 5443 0233

Applications due on or before 5pm Monday October 15<sup>th</sup>, 2018

Email to: [whlm@whlm.org.au](mailto:whlm@whlm.org.au)

Or post to Makenna Bryon, WHLM 47 Myers St, Bendigo, Vic 3550