

Women's Health Loddon Mallee



Position Description

- 1 **Position:** Women's Health Promotion Worker
Full time (38 hours per week)

- 2 **Prepared by:** Chief Executive Officer

- 3 **Reports to:** Communications & Engagement Manager

- 4 **Organisational Context:**

Women's Health Loddon Mallee (WHLM) is a regional health promoting organisation. The Women's Health Worker will work as part of the Team and has responsibility for projects as negotiated. Projects are determined by the four-year Integrated Health Promotion Plan.

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 and co-ordinating 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.

5.3 Other duties

Other duties as required by the Chief Executive Officer.

6. Key Selection Criteria

- Project management experience.
- More than 3 years experience in the sector or related area.
- 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 relevant discipline e.g. health promotion, public health, law, psychology, education, 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.
- Work Health and Safety responsibilities as identified in organisational policies and procedures.

7. Conditions of Employment:

- Pay rate – SHADS Award – Level 5 to 7 (Depending on qualifications and experience)
- 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.

Women's Health Loddon Mallee is committed to achieving a diverse workforce and strongly encourage applications from Aboriginal and Torres Strait Islander people.

Equal Opportunity Exemption H255/2015

Updated: December 2018

Further information available from CEO Tricia Currie on 5443 0233

To apply: Please address the Key Selection Criteria and together with your resume forward your application to: whlm@whlm.org.au

Applications due 5pm Monday 14th January, 2019

Or post to Tricia Currie, WHLM 47 Myers St, Bendigo, Vic 3550