

POSITION DESCRIPTION

Position Details

Title: Health Promoter
Department: Auckland Regional Public Health Service (ARPHS)
Professional Reporting Line and Reports to: Programme Supervisor
Date: March 2010

Position Purpose & Main Objectives

To plan, implement, manage and evaluate health promotion programmes in accordance with the Treaty of Waitangi, The Ottawa Charter and the Jakarta Declaration. In conjunction with agencies, organisations and community groups, deliver programmes that contribute to health gains for the people in the Auckland region for:

- Strategic Health Promotion.
- Generic Health Promotion.
- To provide information that enables communities and individuals to develop strategies to improve health in relevant portfolio areas.
- To facilitate Maori, Pacific and Asian communities and general community participation in health promotion projects/programmes relating to specific portfolio areas.
- To contribute to community environments that enable individuals and communities to improve health.
- Use health promotion/public health evidence and theory to develop, design, implement, monitor and evaluate health promotion programmes and projects to improve population health in the Auckland region.

Service Description

ARPHS delivers public health services on behalf of the three district health boards in the Auckland region. ARPHS is a fully integrated public health unit delivering promotion, protection and screening programmes designed to improve the health and wellbeing of the populations of the Auckland region.

ARPHS Strategic Plan, Service Delivery Plan (SDP) and Annual Operational Plan is the contract by which public health services are delivered and monitored. These plans inform all service, teams and individual work plans.

Key Tasks / Accountabilities

Actively assist in the development and design of health promotion programmes

- Apply health promotion/public health evidence and theory to programme design.
- Use health information to understand the needs of populations.
- Engage relevant stakeholders for input into programme design.
- Lead/contribute to and support policy development, submissions and reviews.

To implement health promotion strategies

- Develop, coordinate programmes and monitor programme implementation and progress.
- Engage and build relationships with communities to implement health promotion programmes.

- Partner with and advise community leaders and organisations to advance health promotion.
- Utilise and develop (if necessary) appropriate health promotion resources.
- Build relationships with other agencies and as appropriate advocate on behalf of communities.
- Maintain documentation of enforcement, complaints, etc. for evidential purposes.
- Assist community groups and other providers to deliver mutually agreed outcomes.

To assist in the evaluation of programmes

- Contribute to and support the assessment of programme outcomes.
- Assist in identifying gaps in programme delivery and areas of improvement.
- Conduct and maintain “reflective practice” as part of ongoing learning.

To provide leadership capabilities internally and external of ARPHS

- Mentor and train other health promoters.
- Provide coaching and leadership to professional staff including HPOs, and within other organisations e.g. NGOs.
- Work to raise the profile of ARPHS as an effective and proactive organisation in the delivery of health promotion
- Facilitate PHO and DHB access to public health expertise within ARPHS including those working with Maori, Pacific and high deprivation populations
- Collaborate with and advise other staff members of health strategies and priorities

To manage projects effectively

- Undertake and deliver projects as determined by the Programme Supervisor and Level 4 Manager.
- Ensure that project milestones, deliverables, output and reports are on time
- Assist and support projects to be completed on time and within budgets.

To develop relationships with key community stakeholders which strengthen community action and improve overall health status of the communities within their designated geographic area.

- Implement interventions in collaboration with key strategic partners utilising evidence-based health promotion strategies including those which improve Maori and inequalities health status.
- Develop and maintain key relationships which support public health outcomes and the vision and goals of ARPHS.
- Provide advice and assistance to professionals, organisations and communities of interest on the delivery of interventions which support a reduction in health disparities and an improvement in health status.

Quality & Risk

- The Auckland Regional Public Health Service is committed to the concept of quality improvement. As an employee you are expected to actively participate in quality improvement and risk management, both at a professional level and service level.
- You are also required to participate in quality and risk programmes as an integral part of your position.

Health & Safety

- The Auckland Regional Public Health Service (ARPHS) is committed to achieving the highest standard of health and safety for its staff.
- All employees are expected to take initiative, identify, report and resolve issues that may cause harm to themselves or others in the organisation.
- As an employee of ARPHS, the health and safety of clients and colleagues, as well as your own, are your responsibility.
- You are expected to work safely at all times, to actively participate in health and safety programs

in your area. It is expected that you will report all accidents and potential hazards to your manager.

Emergency Response

All Auckland Regional Public Health Service employees are expected to respond in an emergency situation to:

- Protect the health of the affected population in a civil defence emergency.
- Contribute to the implementing of response & emergency and pandemic incident response plans.
- Enable the provision of business continuity of the service.
- Participate in rosters to ensure work coverage during response & emergency events

Continuing Professional Development / Standards

To be responsible for aspects of own professional development by:

- Attains Level 3 Competencies in Public Health as set out in ARPHS Competencies Programme.
- Attend educational opportunities relevant to the role.
- Participate in continuous improvement activities such as peer review.
- Contribute to the development of ADHB's workforce within your area of influence
- Demonstrate leadership appropriate to expected level of professional practice
- Actively maintain competencies relevant to professional standards /accreditation
- In partnership, fulfil your own responsibilities within ADHB's performance review process by:
 - Completing an annual personal development plan.
 - Establishing annual goals, objectives, performance targets and strategies to meet these.

Authorities

N/A	
Professional Reports (if applicable):	Budget Accountability (if applicable):
N/A	N/A

Relationships

Internal	External
ARPHS Service Manager ARPHS Clinical Director Level 4 Managers Programme Supervisors SMOs Maori, Pacific and Asian Liaison Advisors All ARPHS staff	Ministry of Health Medical Practitioners Other public health staff Academic researchers PHO Providers District Health Boards Central Government Ministries and Departments NGOs Media Local Government Police and other enforcement agencies

Person Specification

Education and Qualifications	Essential	Desired
Professional	<ul style="list-style-type: none"> • A recognised discipline specific undergraduate +/- post graduate qualification(s) 	<ul style="list-style-type: none"> • Considerable experience in community development in Māori, Pacific or Asian

	<p>within the appropriate discipline that:</p> <ul style="list-style-type: none"> ○ enables NZ Registration <i>or</i> ○ is recognised by the Professional Association for self-regulated professions <p>OR Relevant and extensive community experience along with a firm commitment, plans and steps to attaining a tertiary education and/or relevant certification</p> <ul style="list-style-type: none"> • Full (Manual) & Current Drivers licence. • Willingness to travel and work flexible hours if/as required. 	<p>communities</p> <ul style="list-style-type: none"> • An understanding of the principles and practices of Te Pae Mahutonga, the Ottawa Charter, the Jakarta Convention and other health promotion frameworks • Current APC or Designation with appropriate scope of practice endorsement (if required) • Knowledge of te reo me ona Tikanga • A sound understanding of and experience in working with Tangata Whenua and regional Iwi structures and processes • A sound working knowledge of the principles of Te Tiriti o Waitangi • Relevant post-graduate study or progress towards completion where this is available • Appropriate supervision training or progress towards completion • Leadership and management training • Smoking Designation • Alcohol Designation • Fluency in any of the following: Te Reo, Pacific or Asian languages
<p>Work Experience</p>	<ul style="list-style-type: none"> • Three or more years experience in health promotion/relevant discipline. • Relationship management with diverse internal and external stakeholders • Demonstrated health promotion networks within the Auckland region • Proficiency in the use of the internet, web-based software and Microsoft Office software • Proficiency in writing and presenting information • Experience in working within 	<ul style="list-style-type: none"> • Experience in working with Research and evaluation frameworks • Public health and/or social development/education • Primary health linkages • Knowledge of government strategies: Primary Health Care Strategy, HEHA, Reduce Inequalities and He Korowai Oranga • Understanding / overview of Maori models of public health. • Knowledge of social research and evaluation methods with ability to analyse social/ scientific

	the Treaty of Waitangi principles	research.
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Critical ADHB Competencies

Competency	Description	Weighting
1. Customer Orientation	Develops positive working relationships with people who interface with the role, identifies and seeks to meet their needs. Treats them as first priority and improves service.	5
2. Process Management	Pays attention to detail; ensures high levels of accuracy and consistent quality. Monitors the ongoing integrity of the contracting process. Assists with all aspects of process.	5
3. Self Management	Sets high standards and strives to achieve stretching goals. Displays drive and energy and persists in overcoming obstacles. Copes with stress, is resilient to change and manages boundaries with colleagues effectively. Is proactive and displays initiative.	5
4. Flexibility	Ability to adapt to changing demands; work on one-off tasks and information requests with flexibility and work to different and, at times, competing deadlines.	5
5. Communication / Interpersonal Skills.	Actively listens, drawing out information and checking understanding. Expresses information effectively, both orally and in writing, adjusts language and style to the recipients and considers their frame of reference. Has good communication skills including report writing, media, group facilitation and negotiation.	5
6. Team Work	Collaborates with fellow team members and other work groups. Actively contributes to and accepts consensus decisions. Support others in achieving goals. Recognises and respects individual difference. The ability to relate to, work and communicate effectively with people from a wide variety of cultural and social backgrounds.	5
7. Value Diversity	Understand significance of Te Tiriti o Waitangi. Display cultural sensitivity. Supports and values Inequalities cultural practices. Appreciate insights and ideas of all individuals and works effectively with these differences.	5
8. Judgement / Decisiveness	Considers options, develop options, identifies the pros and cons and makes appropriate timeframes and levels of responsibility. Recognises critical factors and weighs up risk appropriately .Knows when to ask for help	4
9. Learning	Constantly strives to build knowledge and skills, acknowledges and learns from mistakes and improves outcomes.	3
10. Computing	Ability to use standard software applications and to undertake relatively complex tasks in one or more	3

	<p>areas (e.g. completion of documentation in word, creation of detailed Excel spreadsheets with formulae and use data basis).</p>	
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Performance Measures

<p>To be determined by the Level 4 Manager and Programme Supervisor at a later date.</p>
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Variations to Position Description

<p>This position description describes the accountabilities and requirements of the position and is intended as a guide to the main elements of the role and should not be considered as a complete listing of all duties and tasks that may be undertaken. This position description is not intended to be restrictive and may change as a result of consultation with the post holder or changes internally or externally to the organisation. This position description is subject to review dependent on the needs of the service, any amendments will be discussed with the post holder</p>
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