



FAMILY PLANNING NSW

## **HEALTH PROMOTION/EDUCATION OFFICER (CALD) FAIRFIELD**

### **POSITION DESCRIPTION**

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**Position** Health Promotion/Education Officer  
**Responsible to** Centre Manager, Family Planning NSW Fairfield

#### **POSITION SUMMARY**

The Health Promotion/Education Officer's primary role is responsible for providing high quality community and professional education and resource production including VETAb accredited courses as applicable.

The Health Promotion/Education Officer will be required to be actively involved in the planning, development, implementation and evaluation of health promotion projects which may include community based campaigns, resource production, professional education and training, community or organisational capacity building and research. Some travel is expected.

#### **RESPONSIBILITIES**

- Contribute to the planning, development, delivery and evaluation of community and professional education programs, including VETAb accredited courses as applicable
- Coordinate strategies to recruit clients from target populations to FPNSW services
- Provide advice on education and training issues relating to targeted populations both within Family Planning NSW and to other service providers
- Collaborate with other Family Planning NSW staff and with external agencies to provide high quality and appropriate education and health promotion services to targeted populations
- Manage education and health promotion projects, including working within timeframe and budget constraints
- Represent FPNSW in relevant forums
- Contribute to organisational and public policy and procedure development
- Actively participate as a team member at the FPNSW Fairfield centre
- Any other duties, as directed.

## SELECTION CRITERIA

### ESSENTIAL

- 3 years experience in working in Health Promotion positions
- Degree qualifications or equivalent experience in education/health promotion or related field
- Demonstrated ability and experience in the design, delivery and evaluation of community based and professional education/training courses
- Experience in health promotion and/or community development
- Ability to manage projects and work within timeframe and budget constraints
- Experience in working with relevant population groups, particularly those that are marginalised or have poor health status
- Good negotiation, interpersonal, oral and written communication skills
- Ability to work as part of a multi-disciplinary team across multiple projects
- Knowledge of sexual and reproductive health issues as they impact on relevant target groups
- Willingness to obtain the Certificate IV in Workplace Training and Assessment
- Drivers licence

### DESIRABLE

- Post graduate qualifications in a relevant area or working towards same
- Experience in detailed planning, implementation, evaluation and documentation of education / health promotion programs
- High level of computer literacy

As occupant of this position by signing below I acknowledge that I:

- 1) have noted this Statement of Duties and agree with the contents therein. I understand that other duties may be directed from time to time and that I may be required to work in any Centre under the jurisdiction of the Board of Directors of Family Planning NSW;
- 2) have received and read a copy of Family Planning NSW' *Policy Compliance Undertaking*;
- 3) will comply with relevant OH&S requirements;
- 4) will comply with relevant EEO requirements;
- 5) agree to strictly observe Family Planning NSW' policy on confidentiality of patient information or such other sensitive or confidential information that I may come across in the course of my employment.

**Name: (please print)**.....

**Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**Supervisor:**\_\_\_\_\_