



FAMILY PLANNING NSW

## HEALTH PROMOTION OFFICER

### POSITION DESCRIPTION

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**Position** Health Promotion Officer – Men’s Health  
**Responsible to** Centre Manager

#### POSITION SUMMARY

The Health Promotion Officer – Men’s Health is responsible for providing high quality health promotion projects to young men, as determined by identified need and funding body priorities. Health promotion projects are diverse and may include community based campaigns, resource production, professional education and training, community or organisational capacity building and research. The Health Promotion Officer – Men’s Health will be required to be actively involved in the planning, development, implementation and evaluation of men’s health projects. Travel is required.

#### RESPONSIBILITIES

- Contribute to the planning, development, delivery and evaluation of health promotion projects, community education and resource production
- Provide information on issues relating to young men both within Family Planning NSW and to other service providers
- Promote The Warehouse clinic to young men
- Collaborate with other Family Planning NSW staff and with external agencies to provide high quality and appropriate services to young men
- Coordinate the young men’s health promotion project, including working within timeframe and budget constraints
- Manage health promotion projects, including working within timeframe and budget constraints
- Write Family Planning NSW health promotion activity and project reports
- Participate in relevant forums in conjunction with another Family Planning NSW representative
- Contribute to organisational and public policy and procedure development
- Contribute to capacity building activities
- Actively participate as a team member at The Warehouse
- Maintain effective communication and interpersonal skills
- Participate in regular supervision with the Professional Ed/ Health Promotion Manager or delegate
- Participate in regular individual operational meetings with the Centre Manager

## SELECTION CRITERIA

### ESSENTIAL

- Degree qualifications or equivalent experience in health promotion or related field
- Experience in client recruitment, health promotion and/or community development
- Demonstrated ability to design, deliver and evaluate community based and/or professional training courses
- 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 and men's health issues as they impact on relevant target groups
- Possess or willingness to obtain Certificate IV in Workplace Training and Assessment

### DESIRABLE

- Post graduate qualifications in a relevant area or working towards same
- Experience in detailed planning and evaluation of health promotion programs
- High level of computer literacy
- Knowledge of competency-based training and accreditation procedures
- Drivers licence

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's *Code of Conduct and Ethics and Confidentiality and Discrimination & Harrassment policies*
- 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: \_\_\_\_\_