

POSITION DESCRIPTION

Position Title	Health Promotions Officer
Location	Townsville and Region
Work Unit	Deadly Choices
Position Reports To	Health Promotions Lead
Positions Responsible For	Nil
Award Reference	Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020
Date of Approval	March 2025

About TAIHS

TAIHS is an Aboriginal and Torres Strait Islander community controlled and managed corporation. With approximately two hundred employees and an operating income of \$30m generated from Commonwealth and State funding bodies. The organisation supports communities in the Townsville, Ingham, Burdekin, Charters Towers and Hughenden areas.

TAIHS provides a holistic primary health care service incorporating a bulk-billing general practice medical clinic, a dental clinic, an individual support and advice service, mental health counselling, community health screening and health promotion activities. TAIHS also provides a range of community services, including crisis accommodation, child safety and early family intervention programs, and specialist services for young people.

In addition to the operation of comprehensive primary health services and the provision of a range of community services, TAIHS seeks to improve health and social outcomes for the community through strategic partnerships advocacy for needs, promotion of awareness and education in improved health and social practices, the promotion of knowledge and understanding of underlying issues to address the unique patient and client needs and the development of evidence-based practices.

Our Vision – “TAIHS ... More than a Health Service”

To “strive to provide a truly comprehensive model of care that responds to the physical, social, emotional, cultural and spiritual needs of our people”.

Our Purpose

Lead the way in providing culturally accessible, integrated health and social support services to our people so that they can live healthier, stronger, and longer lives, preserving our oldest surviving culture for future generations.

Our Values

- **Cultural Governance...** *Responsive, Leadership, Integrity*
- **Accountable...** *Respect, Responsible, Outcome Focused*
- **Collaborative...** *Partnerships, Integration, Engaged*

- **Innovative...** *Creative, Courageous, Sustainable*
- **Evidence-Based...** *Ethical, Transparent, Improvement*
- **Empowerment...** *Advocate, Motivate, Communicate*

Our Strategic Pillars

- **Access and Capability** – *improving access to high quality, inclusive health and human services that are culturally safe and responsive*
- **Innovation and Transformation** – *translating knowledge into action by championing creative approaches to planning, designing and delivering health and human services*
- **Culture and Community** – *reflecting Aboriginal and Torres Strait Islander people's cultural values throughout the organisation's policies, practices and relationships*
- **People** – *strengthening and empowering our capability, practices, and every community member to engage in culturally responsive ways*
- **Sustainability and Governance** – *strengthening and enhancing our foundation for long success, stewardship and influence*

Our Services

Corporate Services →

Primary Care →

Community Services →



Your Contribution

The Health Promotion Officer is responsible for the delivery of school and community-based health education, promotion and prevention activities across the Townsville Region. The Health Promotion Officer will assist local and regional Aboriginal & Islander communities to reduce chronic disease factors, particularly smoking cessation, improving levels of nutrition and increasing physical activity. The position will work collaboratively with TAIHS services to implement effective health promotion interventions in accordance with the TAIHS school-based health promotion action plan, the Regional Plan and the Deadly Choices Procedures Manual. The position also has a strong focus on reducing health inequity and enabling positive health outcomes by working in partnership with a range of external stakeholders.

Key Responsibilities and Accountabilities

Duties & Responsibilities

- Support the development and delivery of the TAIHS Deadly Choices Program
- Delivery of Community Days and Clinic support activities that increase participation in Health Checks
- Conduct a range of workshops and support activities with TAIHS Primary Health staff to support tobacco screening and improve cessation rates
- Foster productive working relationships with local networks, government departments, other service providers and suppliers to promote TAIHS and remain abreast of emerging issues
- Champion TAIHS' Vision – "More than a Health Service" – to strive to provide a truly comprehensive model of care that responds to the physical, social, emotional, cultural and spiritual needs of our people
- Undertake reporting activities together with other relevant documentation within the scope of this position
- Collect data and feedback to assist in the evaluation of the Program
- Conduct evaluations and provide reports on TAIHS capacity and risks as required

ALL employees have a commitment to adhere to the following:

- Work collaboratively with other team members and the wider TAIHS community in a manner that fosters positive reputation, relationships and workplace culture
- Work within legal, ethical and professional frameworks
- Ensure a commitment to all lawful and reasonable directions
- Actively endeavour to meet personal performance expectations and standards
- Participate in relevant meetings (organisation and team)
- Participate in required training and professional development programs
- Actively monitor, review and assist with improvements to policy, procedure, process and practice across TAIHS - All employees share the authority and responsibility of identifying non-compliances or possible improvements and recording these instances such that corrective or preventive action can be taken, to rectify the immediate situation and to prevent recurrence
- Commit to self-development and self-awareness to support professional growth
- Work in accordance with the TAIHS Code of Conduct and values, workplace health and safety legislation, confidentiality policies and all other relevant policies, procedures and processes
- Undertake other duties as reasonably directed

Please note that the duties outlined in this position description are not exhaustive and only provide an indication of the work involved. To achieve business needs TAIHS can direct you to perform duties which it considers are within your level of skill, competence and training.

Working Relationships

This position reports directly to the Health promotions Lead and works collaboratively with peers.

Delegations

As outlined within the Delegations Register.

Required Qualifications and Experience

Required Qualifications and Experience

- Certificate III or above in Aboriginal & Torres Strait Islander Primary Health Care – Community Care or equivalent preferred, or preparedness to undertake VET training
- Demonstrated experience working in Healthy Lifestyle or similar Health or Community engagement/development programs is desirable
- Demonstrated ability to work with Aboriginal and Torres Strait Islander communities and their leaders, respecting traditional culture, values and ways of doing business
- The ability to work with other health professionals and organisations
- Demonstrated understanding of the health, social and emotional wellbeing needs of Aboriginal and Torres Strait Islander people
- Proven ability to employ interpersonal communication skills (both written and verbal), critical thinking problem solving skills in the work environment and to support others to problem solve challenging situations and issues
- Proven ability to plan, develop, deliver and evaluate health promotion programs to Aboriginal and Torres Strait Islander target groups in the target area
- Demonstrated competence in use of Business technology and desktop applications, internet, word, spreadsheet and database packages

Required Licenses and Checks

- Ability to pass a National Police Check – no Serious/Criminal/Court Records
- Current Blue Card (Queensland's Working with Children Check)
- Current C Class Drivers Licence (Qld)
- Proof of qualifications and current registration (as appropriate) are to be provided prior to commencement of employment
- Ability to perform the physical requirements of the role in a safe manner
- Offer of the position will be subject to a pre-employment medical assessment to support the selection process.

Required Attributes

- Ability to develop and build rapport with young people.
- Ability to work autonomously and display initiative, self-motivation, time management and solution focused skills
- Ability to work with a team in ways that are respectful, transparent, and acknowledging of individual's skills, abilities, and capacities

Practical Requirements

- Work outside of normal hours of duty may be required
- Travel across the region may be required
- Ability to perform the physical requirements of the position in a safe manner

Conditions and Benefits of the Position

TAIHS provides access to an employee assistance program and access to learning and development opportunities. Your employment experience with TAIHS will include work-life balance with competitive salary and benefits, leave entitlements, career progression opportunities and the chance to make a difference to the people and communities.

TAIHS is committed to building an inclusive culture that respects and promotes human rights and diversity. The position involves working with a multicultural organisation where the majority of employees, clients and stakeholders identify as Aboriginal or Torres Strait Islander. Employees demonstrate an understanding of the issues affecting Aboriginal and Torres Strait Islander people communicate effectively and empower Aboriginal and Torres Strait Islander people.

TAIHS acknowledges that we respectfully journey together to aspire to be a culturally capable organisation. We are an inclusive, equal employment opportunity employer and place value on our diverse workforce. We encourage applicants representing all genders, ethnicities, ages, languages, sexual orientations, people with a disability, and those with family responsibilities to apply.

