



## Ord Valley Aboriginal Health Service

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Aboriginal Corporation ICN 275

# Job Description Form Health Promotion Officer – Rheumatic Heart Disease

## Vision Statement

**Aboriginal people in Kununurra** and the North-East Kimberley are supported to live **prosperous lives that are strong, healthy, and culturally safe.**

## The Purpose that defines us

We bring **clinical, cultural, and community expertise** to deliver accessible and **holistic health and wellbeing care** for people in the North-East Kimberley.

## Aboriginal Community-led

We are connected and accountable to the communities we serve. We are governed by Aboriginal community leaders. We deliver services in culturally safe ways, bringing the best of medical and cultural expertise to achieve positive health outcomes. Working with and responding to Aboriginal communities is central to what we do.

## Organisational Values

The Ord Valley Aboriginal Health Service has been providing critical health and support services to local Aboriginal people since 1984. Our ambition is to deliver socially, culturally, and financially accessible health care that supports communities in the North-East Kimberley to be strong, healthy and safe. The organisation operates on the foundational pillars of Aboriginal leadership, self-determination and cultural diversity that underpin and shape the way the organisation conducts its business.



### Community

We bring our connection with community to everything we do

PEOPLE TOGETHER



### Respect

We show respect for a people, cultures and backgrounds

HEALTHY TOGETHER



### Passion

We are deeply motivated to achieve outcomes

MY MOB



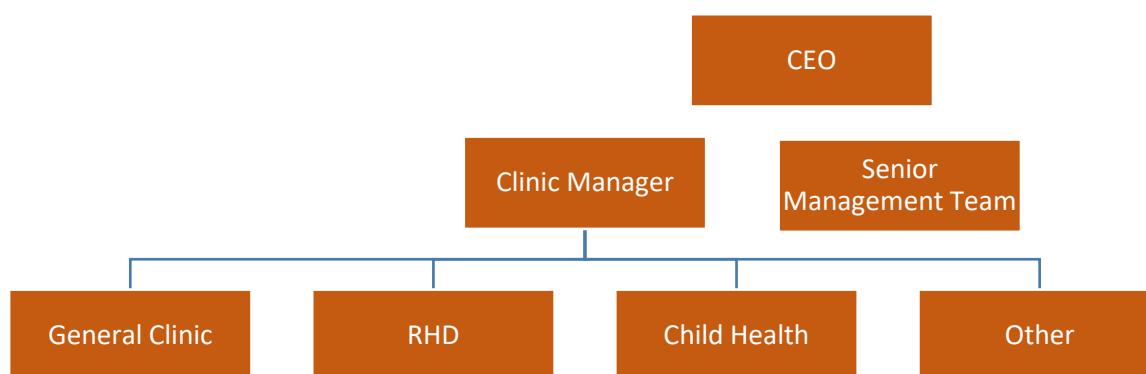
### Equality

We strive for equality, fairness and empathy for all people

HEALTH & WELLBEING

<b>Position Title</b>	HPO - RHD
<b>Work Group</b>	Clinic
<b>Work Unit</b>	Clinic
<b>Reports To</b>	Clinic Services Manager/RN - RHD
<b>Direct Reports</b>	0
<b>Award / Agreement</b>	<i>Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
<b>Award Classification</b>	Administrative Grade 4 (Level 1 to Level 4)
<b>Approved by CEO</b>	11.02.2025

### Team Structure



### Position Purpose

The Health Promotion Officer will support the design and implementation of community awareness campaigns through the delivery of health education, activities, and prevention messages of Rheumatic Heart Disease (RHD) and Acute Rheumatic Fever (ARF). This position works with community groups, primary health care staff, environmental health services and the wider health service workforce to provide culturally safe and supported pathways between primary, secondary, and tertiary healthcare. The role will assist to develop local strategies to raise awareness that will target Strep A, skin infections, throat infections to prevent ARF and RHD.

*OVAHS is committed to improving employment opportunities and outcomes for Aboriginal and Torres Strait Islander people. As a measure to achieve equality and support, Section 51 of the Equal Opportunity Act 1984 (WA) will apply to this position. Aboriginal people are encouraged to apply.*

## Strategic Alignment

The organisation's Strategic Plan 2023- 2026 has four (4) overarching strategic goals, with each goal having specific outcomes.

The role is aligned with all four Strategic Goals.



POSITIVE  
CHANGE

### Primary health Care

Primary health care is the first means of accessing the health care system for many people and is critical to individual, family and community health outcomes.



HEALTH &  
WELLBEING

### Social and Emotional Wellbeing

Social and emotional wellbeing relates to the mental health for individuals and communities and is a key component for the overall health of Aboriginal people.



SUPPORT  
COMMUNITY

### Specialised Health

Our communities deserve targeted support to prevent and address complex health needs, including chronic disease and disability.



HEALTHY  
TOGETHER

### Population Health

Reducing future health challenges and to Close the Gap requires long-term system change and community - wide solutions.

## Key Stakeholder Relationships

### External

- Aboriginal Community Controlled Health Services across the Kimberley region and Western Australia, other not-for-profit services, and businesses as relevant to the role
- Liaises with a variety of government agencies, stakeholder representative groups and community groups.

### Internal

- Maintains close working relationships with other officers, team members and employees of Ord Valley Aboriginal Health Services.
- Works in collaboration with the Senior Management Team and in consultation with the Board of Directors.

## Responsibilities of this Position

### Program delivery

- ✓ Provide culturally safe health promotion, health literacy and training to promote awareness of Rheumatic Heart Disease (RHD) and Acute Rheumatic Fever (ARF) including Strep A infections: their consequences, treatment, and transmission prevention strategies.
- ✓ Build and maintain RHD stakeholder networks and facilitate planning forums, steering groups and committees to assist with meeting program goals and objectives.
- ✓ Collaborates with OVAHS internal programs, Member Services, Aboriginal Community Controlled Organizations and Government and non-Government agencies, to enhance collaboration and integration across the health sector.
- ✓ Work alongside individuals, families, and health services to improve the percentage of adherence to secondary prophylaxis injections among people diagnosed with ARF and RHD.
- ✓ Using a co-design approach, increase ARF and RHD prevention activities, including environmental health and health promotion activities, in areas of high need.
- ✓ Promote and represent OVAHS at various local, regional, and national platforms, including relevant meetings, committees, and events.
- ✓ Support the widespread uptake, implementation, and regular revision of appropriate RHD protocols and health promotion priorities.
- ✓ Conducts evaluations and accurately maintains data collection and completes detailed reports on program activities.
- ✓ Develops health promotion materials in response to community needs.
- ✓ Provides culturally relevant communications, including development and scheduling of content across social and broadcast media.
- Please note that the duties outlined in this position description are not exhaustive, and only an indication of the work of the role. The organisation can direct you to carry out duties which it considers are within your level of skill, competence and training and scope of practice.

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## Quality Management System

- Actively participate in the organisation's QMS (LOGIQC).
  - Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.
  - Demonstrate leadership and commitment to promote continuous quality improvement initiatives, give assurance that the quality objectives are measured and ensure the QMS achieves intended results by engaging and supporting employees to contribute to the effectiveness of the QMS.
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## General

- Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives, and values.
  - Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
  - Attend and participate in professional development activities including workshops and training as required.
  - Attend and participate in Employee Development Days.
  - Participate and comply with all Work Health and Safety responsibilities as per the *Work Health and Safety Act 2020* (WA).
  - Identify and assist to reduce Work Health and Safety hazards and risks.
  - Follow the reasonable direction of Work Health and Safety representatives.
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## Position Performance Indicators

The below Key Performance Indicators (KPI's) are used to assess, measure, evaluate, manage, and reward performance within each key result area of this position.

The below KPI's are to be assessed in line with the organisation's performance development framework.

Key Result Area	Key Performance Indicators
<b>Compliance &amp; Reporting</b>	<ul style="list-style-type: none"><li>• Effective completion of all Work Unit contractual obligations including program delivery, funding reports, evaluations, and compliance requirements.</li></ul>
<b>Quality Management System (QMS)</b>	<ul style="list-style-type: none"><li>• Ensure all tasks assigned to this position are completed within a six (6) week period.</li><li>• Actively lead continuous quality improvement initiatives across the organisation and promote an environment of effective CQI practices.</li></ul>

## Competency Profile for this Position

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role. The profile is used for recruitment, performance review, planning, and training and development activities.

## Qualifications, Skills, Experience and Knowledge

### Essential

1. Qualifications or relevant experience in a health-related field, project management or community development.
2. Demonstrated knowledge and experience in the planning, delivery and evaluation of community-based health promotion programs and activities.
3. Experience in community engagement and strong ability to build and maintain relationships.
4. Effective interpersonal, written, and oral communication skills.
5. High level of integrity in maintaining both organisational and client confidentiality.
6. Ability to work independently and/or collaboratively as part of a team particularly in remote settings.
7. Current C-class driver's license and willing to travel frequently by light aircraft or 4WD to communities in the Kimberley region.
8. Current National Police Clearance or willingness to obtain one.

### Desirable

- Experience in using electronic patient information systems and databases within the primary health care setting eg. MMEX.
- Experience working in an Aboriginal Community Controlled Health Organisation.
- A local Aboriginal or Torres Strait Islander person, with established connections to the region.
- Knowledge and understanding of issues affecting the health and wellbeing of Aboriginal and/or Torres Strait Islander people living in the Kimberley region.
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### Practical Requirements

- Some work out of normal hours of duty will be required.
- Depending on the nature of the region, some travel on light aircraft may be required.
- Intra and inter-state travel including overnight absences will also be required.

### EMPLOYMENT SCREENING

Employees are required to demonstrate that they have undergone appropriate employment screening in accordance with OVAHS Policies. The following checks will be required for this role:

- National Police Check
- Working with Children Check
- AHPRA Verification Check
- Driver's License
- National Disability Insurance Service Check
- Other

