



Ord Valley Aboriginal Health Service

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Aboriginal Corporation ICN 275

Job Description Form

Health Promotion Officer - Immunisation

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



Respect

We show respect for all people, cultures and backgrounds



MY MOB

Passion

We are deeply motivated to achieve outcomes



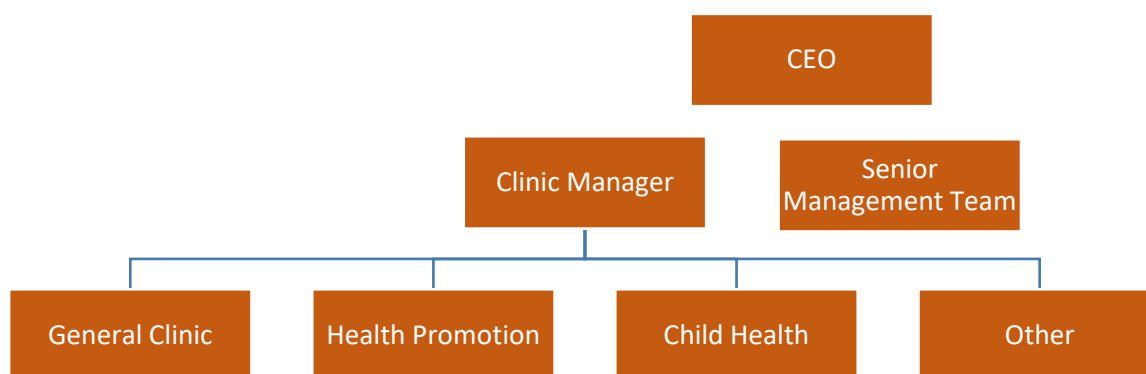
HEALTH & WELLBEING

Equality

We strive for equality, fairness and empathy for all people

Position Title	HPO -Immunisation
Work Group	Clinic
Work Unit	Clinic
Reports To	Clinic Manager
Direct Reports	0
Award / Agreement	<i>Fixed-Term until 30.06.2027</i> <i>Social, Community, Home Care and Disability Services Industry Award</i>
Award Classification	SCHADS Award – Grade 3
Approved by CEO	11.02.2025

Team Structure



Position Purpose

The Health Promotion Officer – Immunisation plays a crucial role in promoting and ensuring the health and well-being of the Aboriginal community through effective immunization and vaccination strategies. This role involves planning, coordinating, and implementing immunisation programs while respecting the cultural and community-specific considerations of the Aboriginal population of the Ord Valley. The Health Promotion Officer will collaborate closely with healthcare professionals, community leaders, and stakeholders to raise awareness, provide education, and facilitate access to immunisation and vaccination services.

Due to the nature of the (Position Title), you must identify as Aboriginal and/or Torres Strait Islander as per Section 50(d) of the Equal Opportunity Act 1984 (WA).

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 recommended vaccines and immunisations.
- ✓ Build and maintain 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, community, and health services to improve the uptake of recommended vaccines and immunisations.
- ✓ Using a co-design approach to develop activities to improve vaccination rates.
- ✓ Promote and represent OVAHS at various local, regional, and national platforms, including relevant meetings, committees, and events.
- ✓ 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.

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
Compliance & Reporting	• Effective completion of all Work Unit contractual obligations including program delivery, funding reports, evaluations, and compliance requirements.
Quality Management System (QMS)	• Ensure all tasks assigned to this position are completed within a six (6) week period. • Actively lead continuous quality improvement initiatives across the organisation and promote an environment of effective CQI practices.

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. Be of Aboriginal and/or Torres Strait Islander descent including submission of a Proof of Aboriginality form.
2. Qualifications or relevant experience in a health-related field, project management or community development.
3. Demonstrated knowledge and experience in the planning, delivery and evaluation of community-based health promotion programs and activities.
4. Experience in community engagement and strong ability to build and maintain relationships.
5. Excellent knowledge and understanding of issues affecting the health and wellbeing of Aboriginal and/or Torres Strait Islander people living in the Kimberley region.
6. Effective interpersonal, written, and oral communication skills.
7. High level of integrity in maintaining both organisational and client confidentiality.
8. Ability to work independently and/or collaboratively as part of a team particularly in remote settings.

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.

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 (current within previous 3 months)
- ☒ Working with Children Check
- ☐ AHPRA Verification Check
- ☒ Driver's License
- ☐ National Disability Insurance Service Check
- ☐ Other