



JOB DESCRIPTION FORM: Health Promotion Officer – Immunisation

Position title: Health Promotion Officer – Immunisation

Reports to: Practice Nurse Manager

Supervision of: N/A

Award: ACCHS

Classification: Admin Grade 4.1 – 4.2 (\$79,992.42 – 81,919.03)

About Ord Valley Aboriginal Health Service:

OVAHS (Ord Valley Aboriginal Health Service) is a regional Aboriginal Community Controlled Health Service (ACCHS) focused on primary health care, our mission is to provide accessible and culturally safe health services to Indigenous communities. We aim to empower individuals and communities to take control of their health and well-being through education, prevention, and early intervention.

OVAHS is a not-for-profit, multidisciplinary primary health care service delivering clinical and allied health throughout Kununurra and surrounding communities including Wyndham, Doon Doon, Glenn Hill and Balgo.

OVAHS is a member of the Aboriginal Health Council of WA (AHCWA – www.ahcwa.org) and of the National Aboriginal Community Controlled Health Organisation (NACCHO – www.naccho.org.au).

The vision that inspires us:

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

What we deliver and why:

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

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

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

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



Our capabilities include:

Our workforce skills and the caring and trusting culture that we foster make OVAHS a successful organisation.

Our relationships with our partners, peers and funders enable us to support holistic health outcomes.

The quality of our resources, facilities, and equipment will enable our efficient and effective service delivery.

Our governance and community membership support our integrity, transparency, and learning.

Position Summary:

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.

Relationships

Internal

- OVAHS Primary Health Clinic
- OVAHS Member Services and Remote Services in the Kimberley

External

- Kimberley Aboriginal Community Controlled Services
- Government and non-government agencies and organisations where relevant and as appropriate, as directed by the OVAHS Practice Nurse Manager
- Other stakeholders as required.

Duty Statement and Key Responsibilities:

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.

Selection Criteria:

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. Excellent knowledge and understanding of issues affecting the health and wellbeing of Aboriginal and/or Torres Strait Islander people living in the Kimberley region.
5. Effective interpersonal, written, and oral communication skills.
6. High level of integrity in maintaining both organisational and client confidentiality.
7. Ability to work independently and/or collaboratively as part of a team particularly in remote settings.
8. Current C-class driver's license and willing to travel frequently by light aircraft or 4WD to communities



in the Kimberley region.

9. Current National Police Clearance or willingness to obtain one.

Desirable

1. Experience working in an Aboriginal Community Controlled Health Organisation.
2. A local Aboriginal or Torres Strait Islander person, with established connections to the region.



Certification:

The details contained in this document are an accurate statement of the duties, responsibilities, and other requirements of the position.

OVAHS CEO

Signature:

Date: ____/____/____

As occupant of the position, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name of employee: _____

Date Appointed: ____/____/____

Signature: _____ Date: ____/____/____