

POSITION DESCRIPTION

Canterbury

District Health Board

Te Poari Hauora o Waitaha

September 2019

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

Organisational Vision

The CDHB's vision is to improve the health and well being of the people living in Canterbury.

Organisational Values

- Care & respect for others
- Integrity in all we do
- Responsibility for outcomes

POSITION TITLE:

HEALTH PROMOTER

REPORTS TO (Title):

Communities Team Manager

REPORTS TO ON DAILY BASIS (Title):

Team Leader

LOCATION:

Community & Public Health office
310 Manchester Street
Christchurch

PRINCIPAL OBJECTIVE:

To improve population health outcomes through the implementation of health promotion programmes

FUNCTIONAL RELATIONSHIPS:

(Who are the customer/consumers/patients)

Internally:

1	Programme/Regional Manager
2	Public Health Specialist
3	Team Leader
4	Programme Area Team
5	Relevant Regional Health issues Networks
6	C&PH teams
7	Other relevant CDHB staff

Externally:

1	Appropriate settings
2	Other health organisations such as PHOs, Māori & community providers
3	Relevant organisations in the community e.g. community services, schools
4	Relevant networks
5	Relevant regional and national networks

KEY PERFORMANCE OBJECTIVES:

Task	Participate in the implementation & evaluation of projects in accordance with Annual and Team Plans
Expected Result	<ul style="list-style-type: none"> • Projects implemented • Project evaluation reports completed
Task	Complete all tasks as identified in Individual Work Plan
Expected Result	Tasks completed
Task	Provide health promotion advice and support to internal & external stakeholders including evidence of best practice and appropriate evaluation methods
Expected Result	Stakeholders receive appropriate advice & support in a timely manner
Task	Contribute to resource and information development as appropriate
Expected Result	Appropriate information is available to the community.
Task	Work in partnership with Māori to deliver health promotion programmes in a culturally appropriate manner based on the Treaty of Waitangi and partnership models.
Expected Result	Māori are engaged in and participating in appropriate projects
Task	In conjunction with Team Leaders, develop strong professional networks with a range of agencies and relevant communities and deliver intersectoral and community based projects where possible
Expected Result	Projects reflect a collaborative and community development approach
Task	Provide public health input into relevant submissions and policy plans
Expected Result	Relevant policy plans and submissions have appropriate input.
Task	Contribute to the functioning of the Communities Team
Expected Result	Team responsibilities are undertaken and equally shared.
Task	Participate in appropriate regional CPH health issues networks
Expected result	Regional health issues networks are effective
Task	Participate in the systems, processes and activities of C&PH.
Expected result	Appropriate engagement with other parts of C&PH and involvement in C&PH activities
Task	Undertake other tasks as directed by C&PH Managers. This may include but is not limited to extra public health duties during a public health emergency.
Expected Result	Required tasks are completed

QUALIFICATIONS & EXPERIENCE:**Essential:**

- A commitment to the Treaty of Waitangi and to working in a bi-cultural manner
- Experience and/or qualification in health promotion
- Experience in programme planning and evaluation
- Excellent written and verbal communication skills
- Competent in Microsoft Office packages
- Current full drivers licence

Desirable:

- Project management skills
- Experience working in the education sector

PERSONAL ATTRIBUTES:

Mandatory:

Key Behaviours:

- Ability to “work together” in a truthful and helpful manner.
- Ability to “work smarter” by being innovative and proactive.
- Accepts responsibility for actions.
- Ability to provide inspirational and motivational leadership.
- Highly motivated with a passion for the health of children & young people.
- Highly organised, with the ability to identify priorities and good time management skills.
- An awareness of the health and political environment that services operate in, and the ability to identify opportunities within this environment.
- Excellent communication and relationship building skills.
- Ability to work cooperatively and constructively in a team environment.
- Ability to plan, evaluate and report on work.
- Knowledge of Tikanga Maori
- A strong commitment to the Treaty of Waitangi and working bi-culturally.
- Current driver's licence.

Desirable

- Adaptable to the needs of different cultures and communities including urban and rural communities.

HEALTH & SAFETY:

Implement or lead and implement emergency procedures and maintain a safe and secure work environment by following relevant Canterbury DHB and Divisional policies, protocols and standards. This includes but is not limited to:

- Observe all Canterbury DHB safe work procedures and instructions
- Ensure your own safety and that of others
- Report any hazards or potential hazard immediately
- Use all protective equipment and wear protective clothing provided
- Make unsafe work situations safe or, if they cannot, inform your supervisor or manager
- Co-operate with the monitoring of workplace hazards and employees health
- Ensure that all accidents or incidents are promptly reported to your manager
- Report early any pain or discomfort
- Take an active role in the Canterbury DHB's rehabilitation plan, to ensure an early and durable return to work
- Seek advice from your manager if you are unsure of any work practice

QUALITY:

Every staff member within CDHB is responsible for ensuring a quality service is provided in their level of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified.