

Bellarine Community Health (BCH) – Strategic Directions 2022 - 2025

Purpose Statement

We deliver high quality services and programs that improve the health and wellbeing of our community.

This means that we always innovate and develop what we do to align with the health and wellbeing needs of people on the Bellarine.

Guiding principles

These principles are at front of mind in all decision making and operational processes. They relate to how we see ourselves and how we will work with all those with whom we come in contact.

- We strive to become a sustainable organisation with a strategic mindset
- We value and support our staff, clients, and volunteers
- We work with our community to design services and programs to meet their needs
- We act at all times in the interests of the organisation and the community
- We are guided by best practice actions – always

Strategic Priorities

- To engage with our community across all ages, groups, and cultures so we are always responsive
- To build awareness of our organisation and our services so we are recognised and are a preferred health provider to our community
- To be a sustainable Health service responsive to our growing community
- To nurture a positive workplace culture

BCH is the largest healthcare provider on the Bellarine Peninsula with sites in six locations:

- Drysdale (2 sites)
- Ocean Grove (2 sites)
- Portarlington
- Point Lonsdale

BCH delivers and promotes health and wellbeing programs. BCH provides a range of services including allied health, community and palliative care nursing; mental health; in home care, health promotion and dental.

Position Information

Position Objective:	<p>The role of the Healthy Communities Planner (HCP) is to contribute to creating healthy, active, connected, self-reliant communities across the Bellarine Peninsula</p> <p>The HCP will contribute to the facilitation of high-quality primary prevention activities that are responsive to community need and empowers community action. This includes actions within Bellarine Community Health’s Integrated Health Promotion Plan.</p> <p>This role specifically focuses on leading and supporting primary prevention activities related to identified health needs and issues within equity-based settings on the Bellarine Peninsula. This includes but is not limited to, co-designing health and wellbeing initiatives within local schools and community settings to improve health and wellbeing outcomes of our population.</p>
Reports to:	Manager, Healthy Communities
Direct reports:	Nil

Program:	Healthy Communities Team
Location:	May work across Bellarine Community Health sites
Award:	Community Health Centre (Stand Alone Services) Social and Community Services Employees Multi Enterprise Agreement 2022
Employment Status:	Fixed term (until 26 June 2026) Probation Period: 6 months
Remuneration and benefits:	Access to excellent salary packaging provisions. Employer Superannuation at the statutory rate.
Mandatory Requirements:	<p>Bellarine Community Health expects all applicants to present evidence of the following:</p> <ul style="list-style-type: none"> • 100-point ID verification • Current Working With Children's Check • New Police Check • Current Victorian Driver's Licence <p>Immunisation Status: COVID-19 and current Influenza Vaccination is <u>recommended</u>.</p>

Organisational Requirements	
Diversity	Commit to providing a safe and welcoming health service for everyone. We celebrate the diversity of different ages, gender, ethnicity, physical ability, sexual orientation, religious belief, work experience, and educational background.
Child safety	<p>Make a commitment to the safety and wellbeing of children and young people. This means to protect and support, enhance wellbeing, and reduce any opportunities for abuse, or harm to occur.</p> <p>Every child has the right to live a full and productive life in an environment that builds confidence, friendship, security, and happiness, irrespective of their family circumstances and background.</p> <p>Children have the right to give their views and opinions about decisions that affect them and to be listened to.</p>
Consumer engagement	Seek and facilitate consumer and community participation to ensure the healthcare we deliver is safe, high quality and meets the needs and preferences of our diverse communities.
Person/family Centred Approach to service provision, health promotion action and access to information.	<p>Identify, strengthen capacity, and address any barriers that prevent a consumer maximising their independence and choice in decision making about the way their services are delivered.</p> <p>Actively seek opportunities to engage with clients and where appropriate (their families) that will enable them to be autonomous including:</p> <ul style="list-style-type: none"> • Building on strengths and goals to maximise independence and individual capabilities in decision making. • Provide a voice in the management of their own health and wellbeing; and, • Look for ways to improve the health of diverse communities.
Occupational Health and Safety (OH&S)	<p>Be familiar with and ensure that all appropriate actions are taken to implement OHS policies and procedures and that legislative requirements are met within the service</p> <ul style="list-style-type: none"> • Report any incidents or potential hazards in accordance with Bellarine Community Health policies and procedures including effective reporting via Incident management system.

	<ul style="list-style-type: none"> • Demonstrates a commitment to health and safety in line with Bellarine Community Health OHS policies and procedures, training requirements and legislative/regulatory requirements. • Evidence of compliance with OHS policies and procedures. • Participation in team meetings where key OHS issues are discussed and resolved. • Evidence of hazard and incident reporting using incident management system. • Maintains compliance with mandatory OHS training requirements.
Health Promotion	Support and contribute to the activities and projects outlined within the BCH Integrated Health Promotion Plan, as required. Implement a health promoting practice approach to service delivery that addresses the social determinants of health.
Strategy and Planning	Participate in planning processes, including program, team and individual to ensure alignment to the BCH strategic plan.
Continuous Quality Improvement	<ul style="list-style-type: none"> • Adopt and promote a culture of continuous quality improvement within area of practice and the broader organisation. • Contribute to the accreditation process, including identifying, developing, implementing, and evaluating quality improvement activities. • Commit to a culture of trust, openness, learning and accountability to improve service quality and safety. • Participate in data collection and audit processes to ensure compliance with applicable accreditation standards. • Demonstrate respect for individual's values, customs, cultural and spiritual beliefs to ensure patient care is effective and culturally appropriate. • Complete all mandatory training and education.
Risk Management	Comply with BCH Risk Management system and relevant legislation. Actively contribute to creating an organisational culture that promotes risk identification and mitigation.
Equal Opportunity	BCH is an Equal Opportunity Employer and diversity in the workforce is valued and encouraged.

Position Specific Responsibilities

BCH places an emphasis on selecting employees who are flexible, multi-skilled and prepared to learn; who take on new tasks, responsibilities and challenges.

The Healthy Communities Planner is responsible for leading and supporting primary prevention activities both within the organisation and across the Bellarine Peninsula community. These activities are to align with BCH's guiding principles and health promotion frameworks.

All Healthy Communities Team (HCT) activities are guided by the Department of Human Service's *place-based primary prevention principles* and the Community Health (CH-HP) Integrated Health Promotion Plan

All of the Healthy Communities Team activities are guided by the core values of Integrated Health Promotion, Primary Prevention Strategies and the BCH Integrated Health Promotion Plan.

All activities must:

- Target populations at a population level rather than individuals and complement other prevention activities offered by BCH.
- Address health and social inequities, and disparities of access.
- Are evidence-informed, consider difference in gender and culture, and take a planned approach.
- Involve community consultation and co-design when determining and addressing the factors which impact on their health.

- Adopt a strengths-based approach to empower communities and individuals.
- Address the social determinants of health.
- Consider sustainability of activities and their impact on climate.
- Activities must be 'upstream' and in line with the Ottawa Charter for Health Promotion principles.
- Consider and plan for program evaluation.

Specific responsibilities of the role include:

- Coordinate the planning, implementation, evaluation and reporting requirements of specific activities in BCH's Integrated Health Promotion Plan.
- Develop, foster and manage stakeholder and partnership relationships associated with health promotion initiatives as required.
- Manage the expenditure, reporting and acquittal of any grants relevant to work area.
- Assist with the planning and coordination of the health promotion initiatives in-line with team objectives.
- Assist with the preparation of program budgets in liaison with management.
- Contribute to raising the awareness and education of internal and external stakeholders of the Healthy Communities team action plans, activities and initiatives.
- Identify and create links between relevant CH-HP priorities and BCH services and programs.
- Provide health promotion expertise or advice within the organisation, locally and regionally.
- Represent BCH and actively contribute to all regional and local meetings relevant to your work.
- Identify opportunities where co-design and community engagement can be embedded into activities.
- Consider climate, sustainability, gender equity, culture, health literacy and any other marginalised populations when designing interventions.
- Provide advocacy within the organisation, community and region for actions that address disadvantage and increase health equity.
- Provide supervision of health promotion students and volunteers.
- Establish priorities and monitor workflow in areas of responsibility through the development of an annual individual work plan.
- Ensure health promotion frameworks and primary prevention principles are reflected in all areas of work.

Key Performance Indicators

Work ethic and teamwork

- Attendance and contribution at team meetings and planning days.
- Evidence of working effectively individually and in a team environment.
- Attend regular supervision with manager to review activity.
- Participate in annual performance reviews.
- Demonstrate a commitment to ongoing professional development.
- Comply with BCH organisational responsibilities.
- Actively co-operate within organisational activities, following the guiding principles of BCH.
- Demonstrate a high level of organisation and manage own workload effectively.
- Comply with all BCH OHS requirements.
- Demonstrate a commitment to ongoing personal and professional development.

Health Promotion practice

- Evidence of effective development and implementation of primary prevention interventions within our community.

- High quality and timely planning, implementation and evaluation delivery.
- Contribute to, alongside the team, annual reporting, planning and budgets.
- Operate program and activities within agreed budget.
- Ensure that all financial transactions are undertaken in line with approved BCH policy and delegations.
- Evidence of best practice health promotion approach consistent with department guidelines.

Communication and Stakeholder relationships

- Effective external partnerships and professional relationships with key stakeholders.
- Evidence of strong written and verbal communication skills to establish and maintain stakeholder relationships.

Key Selection Criteria and Skills/Attributes	
Essential	<ol style="list-style-type: none"> 1. Essential Qualifications and Requirements: <ul style="list-style-type: none"> • Tertiary qualification, or substantial experience, in Health Promotion, Health Science, Community Development, Education or Social Policy. • Current Driver's Licence for Victoria • National Police Record Check (new) • Current Working With Children's check • Successfully meets the pre-employment screening requirements 2. Demonstrated expertise in designing, planning, implementing and evaluating complex and multi-layered health promotion programs and/or community development projects. 3. Demonstrated strong interpersonal, written and verbal communication, and facilitation skills. 4. Demonstrated experience in establishing and maintaining effective partnerships with diverse stakeholders e.g. schools, funders, state and local government. 5. Ability to work proactively and independently, with an ability to build positive relationships and work in a team environment. 6. Demonstrated experience in managing project budgets, reporting and acquittals. 7. Excellent organisational and time management skills. 8. A commitment to quality improvement. 9. Competent in the use of information technology e.g., Microsoft Office and Client Management Systems.
Desirable	<ul style="list-style-type: none"> • Experience in addressing health inequities • Understanding of health literacy, communication, and values-based messaging

Acceptance Details	
Name of staff member:	
Signature of staff member:	
Date:	
Exec Managers signature:	
Date:	

For more information about Bellarine Community Health visit our website: www.bch.org.au

Bellarine Community Health Ltd is committed to protect children and reduce any opportunities for abuse or harm to occur.

Bellarine Community Health acknowledges the Wadawurrung people as the Traditional Custodians of the Wadawurrung land on which our sites are located and across which we provide services and programs for the diverse community. We are proud to be an inclusive workplace and welcome people from all cultures and backgrounds to our service.