



POSITION DESCRIPTION

January 2017

Position:	Health Promotion Project Coordinator - Women with a Disability
Employment Period:	Full time (38 hours) ongoing position
Exemption:	VCAT Exemption No. A128/2012 (subject to Equal Opportunity Act 2010)
Reports to:	Team Leader - Mental Health and Wellbeing
Responsibility:	The position has responsibility for the Sunrise program, which works to improve health and wellbeing outcomes of women with a disability.
Internal Relationships:	The project coordinator is expected to work as a collaborative and proactive Women's Health West team member, and more specifically, as a member of the Strategy, Advocacy and Community Engagement stream.
External Relationships:	The project coordinator will build a culture of collaboration supported through the establishment and maintenance of effective partnerships to promote the Sunrise program and maintain strong collaborative relationships with community women and external facilitators engaged in the Sunrise program.
Remuneration:	Salary and conditions in accordance with Women's Health West Enterprise Agreement at classification level 3C, based on qualifications and experience. Generous salary packaging options available as per WHW policy. An initial probationary period will apply as part of the employment offer and contractual agreement. Privacy and confidentiality agreement and police check required.
Located:	Women's Health West, 317-319 Barkly Street, Footscray 3011

KEY OBJECTIVES

The health promotion project coordinator is required to contribute to the improved health and wellbeing outcomes for women in Melbourne's western region through the development, coordination, implementation, promotion and evaluation of health and wellbeing groups for women with a disability and one group for women who are carers.

KEY ACCOUNTABILITIES

- **Co-design and facilitate high quality health promotion programs** in collaboration with women with a disability and women who are carers of a person with a disability
- Support **collaboration with community women and partnerships with service providers** to further advance the social and civic participation and rights of women with a disability
- **Advocate for the needs of women with a disability and carers** at forums, networks, conferences and by contributing to public policy and law reform submissions and inquiries
- **Contribute to capacity building efforts** to support programs and services for women with a disability in Melbourne's western region
- Contribute to the Women's Health West's Strategy, Advocacy and Community Engagement stream, the women's health promotion program and **collaborate with team members** to ensure integration across the organisation.

KEY RESULT AREAS

Key Results Area (Outputs of the job, why is it done)	Major Activities (What is done and how)	Outcome Measurement (How will quantity, quality, timeliness or cost be measured)
Co-design and facilitate high quality health promotion programs	<ul style="list-style-type: none"> ● Implement health promotion programs and strategies to meet the individual support needs of women with a disability ● Facilitate and resource Sunrise groups in a manner that advances the social and civic participation and rights of women with a disability and women who are carers ● Record monitor and submit service provision data as required ● Implement a Sunrise evaluation framework that measures process, impact and outcomes indicators ● Implement Sunrise programs in line with quality, accreditation and funding requirements, including meeting required service provision targets ● Monitor program expenditure against budget allocations 	<ul style="list-style-type: none"> ● Women's individual plans and annual reflective workshops are conducted and inform program planning and delivery ● Five Sunrise programs are delivered for women with a disability and one Sunrise program for women who are carers in a manner that advances Women's Health West's strategic and operational goals ● Evidence demonstrating the success of the Sunrise program and areas for improvement are collated and acted upon ● Evaluation reports are delivered in a timely manner and demonstrate program effectiveness ● Home and Community Care accreditation, data and reporting requirements are met ● Program expenditure is in accordance with budget allocations ● Service provision hours are in accordance with targets negotiated with our funder
Collaboration with community women and partnerships with service providers	<ul style="list-style-type: none"> ● Contribute to the enhancement of regional health promotion partnerships by networking, working productively with organisations and identifying potential new partners in the disability and health sectors ● Develop and maintain links with disability and carers services and networks ● Maintain and implement an accessible and dynamic communication and promotion strategy to support the recruitment of women with a disability who experience marginalisation and disadvantage in Melbourne west to join the Sunrise groups that is responsive to changes across. 	<ul style="list-style-type: none"> ● Collaborative health promotion partnerships throughout the west are established and strengthened ● Networks and service providers make appropriate referrals to the Sunrise programs ● Women with a disability are consulted about appropriate promotion and engagement methods for women with a disability ● The program is promoted widely, women who would benefit from Sunrise are aware of the program and appropriate referrals received from across the region.
Advocate for the needs of women with a disability and women who are carers	<ul style="list-style-type: none"> ● Write and contribute to WHW social policy and law reform submissions ● Undertake consultation strategies with Sunrise members to support them to influence public policy and law reform debates ● Advocate for the Sunrise model as a gender-sensitive approach to working with women with a disability 	<ul style="list-style-type: none"> ● Submissions are written in accordance with WHW strategic priorities and integrated health promotion plan ● Concerns specific to the health, safety and wellbeing of women with a disability feature on the public and political agenda to improve the status of women ● Gender sensitive approaches to working with women with a

	<ul style="list-style-type: none"> Promote the Sunrise program through WHW website, newsletters, e-news and via other appropriate strategies 	<p>disability are shared, and where appropriate, acted on</p> <ul style="list-style-type: none"> Two newsletter articles and one e-news article are annual published and program's promotion materials are current and relevant
Contribute to capacity building efforts	<ul style="list-style-type: none"> Facilitate the delivery of training for health and community services professionals with the aim of improving the health and wellbeing outcomes of women with a disability. Liaise with workers in the region to identify and meet their capacity-building needs, where appropriate. 	<ul style="list-style-type: none"> Evaluation of training indicates increased theory and practice knowledge among participants. Practitioners are supported to build their understanding, knowledge and capacity of good health promotion practice specific to women with a disability.
Collaborate with team members	<ul style="list-style-type: none"> Collaborate with members of the strategy, advocacy and community engagement unit and other relevant WHW staff to ensure they are responsive to the health and wellbeing needs of women with a disability and carers. Apply to practice the organisation's strategic vision, values and directions, and contribute to the achievement of the strategic objectives. Actively participate in individual supervision and annual appraisal with the health promotion team leader, professional development opportunities, planning days, and team and staff meetings. 	<ul style="list-style-type: none"> Performance review indicates a pro-active, constructive and respectful approach to working as part of a team. Communication and collaboration between the team is respectful, timely and effective. Attendance and participation in supervision, professional development, planning, team and staff meetings.

KEY SELECTION CRITERIA

- Tertiary qualifications in a health or community discipline (such as disability, health promotion, social work, gender studies and/or community development)
- Demonstrated understanding of women's health promotion, social model of health and a commitment to the philosophy and values pertaining to Women's Health West's feminist frameworks
- Three years direct program and/or service experience in the disability sector, health promotion, community development or relevant area
- Demonstrated understanding of the challenges faced by women with a disability, including mental health and women who are carers
- Demonstrated group facilitation skills
- Community development skills including leadership, team development and social support skills
- An ability to work with a range of diverse needs including with women from culturally diverse backgrounds
- Capacity to exercise initiative as well as to work effectively within a team environment
- Excellent project management, organisational, written and verbal communication skills

PERFORMANCE MONITORING

An initial review of performance will be undertaken within six months of commencement, as per WHW's probationary policy and procedure. Annual appraisals and support for development will relate to the key result areas above.

REVIEW OF POSITION DESCRIPTION

This position description will be reviewed biennially as part of the annual appraisal process, when the position becomes vacant, or as deemed necessary.

ADDITIONAL INFORMATION ABOUT WHW

WHW is an equal opportunity employer with VCAT Exemption No. A128/2012.

Aboriginal and Torres Strait Islander women, and those who speak languages other than English, are encouraged to apply.

Employment is subject to the satisfactory completion of a national Police Record Check and, where required, a Working with Children Check. An international police check is also required if you have lived or worked overseas for more than 12 months in the last 10 years.

In the context of work health and safety, all employees are required to carry out their duties in a manner that does not adversely affect their own health and safety or that of others. All incidents and injuries must be reported and staff must co-operate with any measures introduced in the workplace to improve WH&S.

FURTHER INFORMATION

If you have specific queries about this position please contact the Manager Gender Equity on 9689 9588. To apply for this position, please send your written application addressing the key result areas and key selection criteria marked 'Confidential' to the address below. References will be requested from those short-listed for the position, including three referees, one of which must be the applicant's most recent line manager.

Recruitment

Women's Health West

317-319 Barkly Street

FOOTSCRAY VIC 3011

recruitment@whwest.org.au

Closing date: Close of business Monday 30 January 2017.