

POSITION DESCRIPTION

Health Promoter

April 2017

Overview Family Planning is New Zealand's leading sexual and reproductive health organisation. We believe people should have access to quality services and information so they can make informed choices about their sexual and reproductive health. More information can be found on our website at www.familyplanning.org.nz

Purpose of Position To provide quality health promotion and education services to the community in line with Family Planning's philosophy, Strategic Plan and Annual Plan, Ministry of Health Contracts and other significant funded contracts, while incorporating the principles of the Treaty of Waitangi and the Ottawa Charter into all activities.

Responsible to Health Promotion Area Manager

Responsible for N/A

Functional Relationships

Internal: Director Health Promotion
Health Promotion Team
Senior Management Team Resource Unit
Clinical Staff
National Office staff

External: Clients

Position Accountabilities

Key Accountability	Expected Result
Community Development	<ul style="list-style-type: none"> • Professional networks are established and maintained, and constructive relationships with staff in other agencies are demonstrated. • Community or network meetings are attended in line with strategic framework, outcomes and priorities. • Increase in requests for services.
Health Promotion Activities	<ul style="list-style-type: none"> • Activities and events are prioritised with reference to the Strategic Framework, national/local plans, health literacy and equity of service. • Opportunities to collaborate, support and promote all areas of Family Planning's work are identified and actioned. • Activities and events are evaluated, records are maintained and all national and regional reporting is completed. • Advocacy initiatives are progressed, in line with the Family Planning Advocacy Plan.
Treaty of Waitangi and Māori Responsiveness	<ul style="list-style-type: none"> • Work plans are developed in line with Strategic Framework and address disparities in health outcomes experienced by Māori. • Opportunities to work collaboratively with Māori communities, organisations and professionals are realised.
Marketing	<ul style="list-style-type: none"> • Approved marketing and promotional materials are used to increase awareness and uptake of Family Planning services and resources, particularly within target populations.
Community Education	<ul style="list-style-type: none"> • Programmes are aligned with strategic framework and are delivered across contract areas, with priority given to groups experiencing disparity. • Programmes are comprehensive and focus on the development of related skills, attitudes and values. • Required evaluation processes are completed.
Consultancy	<ul style="list-style-type: none"> • Support for external organisations to develop capacity in sexual and reproductive health promotion is offered. • Services such as training and professional development are provided. Assistance with resources and communication solutions is delivered in line with Strategic Framework.
Professional Learning and Development	<ul style="list-style-type: none"> • Approved workshops are marketed and facilitated with priority groups. • Tailored training is co-constructed and provided to build capacity within external organisations. • Workshops meet client need. • Required evaluation and reporting are completed.

Key Accountability	Expected Result
Standards/Quality	<ul style="list-style-type: none"> • Attendance and contributions to required service training and development meetings are maintained. • Updated knowledge and skills are integrated into professional practice. • Participation in accreditation agencies' and other auditors' monitoring processes is maintained. • Client confidentiality is maintained.
Administrative	<ul style="list-style-type: none"> • Administration systems are followed. • Requests for services are responded to in a prompt and professional manner. • Records are kept in an accurate and timely manner.

Family Planning Competencies	
Supports Family Planning's Vision and Philosophy	<ul style="list-style-type: none"> • Demonstrates knowledge of and commitment to Family Planning's Strategic Framework and Annual Action Plan by actively working towards achievement of all priority areas. • Demonstrates knowledge of and commitment to Family Planning's philosophy.
Communication	<ul style="list-style-type: none"> • Communicates clearly and effectively with clients, other staff and those outside Family Planning. • Communicates issues and ideas clearly. Keeps team members and supervisors well-informed.
Confidentiality	<ul style="list-style-type: none"> • Maintains confidentiality within guidelines set by Family Planning.
Treaty of Waitangi and Māori Responsiveness	<ul style="list-style-type: none"> • Understands the principles of the Treaty of Waitangi. • Demonstrates knowledge of Family Planning's Work Programme for Māori Sexual and Reproductive Health and Rights.
Team Work	<ul style="list-style-type: none"> • Understands own and others' positions and roles in achieving team objectives. • Demonstrates flexibility and adaptability to work with a diverse range of people. • Gains input from others and seeks out ideas and opinions, as appropriate.
Quality Improvement	<ul style="list-style-type: none"> • Incorporates the principles of continuous quality improvement into all activities. • Contributes to meeting the objectives of Family Planning's quality plan.
Health and Safety	<ul style="list-style-type: none"> • Complies with all health and safety procedures to ensure their own safety and the safety of others in the workplace. • Actively participates in maintaining a safe working environment at Family Planning.

Limitations on Authority

Authority	Delegation Level
Financial Delegation	
Budget held	
Number of staff reporting directly	
Number of staff reporting indirectly	

Ideal Person Specification

The person best suited to this position will possess the following:

Skills, Knowledge and Qualifications	
Skills and Knowledge	<ul style="list-style-type: none"> • Passion for working in the area of sexual and reproductive health. • Experience in education, health promotion, health or community development. • Strong facilitation and communication skills. • Project and programme development skills. • Ability to work both independently and within a team. • Confidence working with our priority clients (e.g. young people, Māori, Pasifika and people with disabilities). • Demonstrated commitment to equity. • Integrity and good judgement. • Excellent organisational skills and sound computer skills.
Qualifications	<ul style="list-style-type: none"> • Relevant tertiary education.
Other requirements	<ul style="list-style-type: none"> • A clean, current New Zealand driver licence. • Own motor vehicle in order to carry out this role.

Other Details

Family Planning maintains a flexible working structure due to the changing environment in which we work. To reflect this, position descriptions are reviewed on an as required basis and may be varied from time to time.