



## POSITION DESCRIPTION

### SECTION 1 – POSITION IDENTIFICATION

<b>Title:</b>	<b>Aboriginal Environmental Health Program Officer</b>
<b>Department:</b>	Health and Regulatory Services
<b>Responsible to:</b>	Director Health and Regulatory Services
<b>Position:</b>	Full time Contract - Expiry December 2025
<b>Salary:</b>	Negotiable depending on experience and qualifications
<b>Classification:</b>	<i>Local Government Officers (Western Australia) Award 2021</i> Level 6

### SECTION 2 - POSITION FUNCTION

#### **Purpose**

The Aboriginal Environmental Health Program Officer is responsible for providing a service that empowers the community to make choices that contribute to and influence outcomes promoting health and wellbeing. As part of a trans-disciplinary team approach to environmental health, contributes to strategic planning, implementation and evaluation of the Shire of Halls Creek Aboriginal Environmental Health Program Strategy and Community Environmental Health Action Plans and programs. The Aboriginal Environmental Health Program Officer is responsible for the development of an effective environmental health promotion program aimed at increased acceptance and adoption of **Healthy Living Practices**. This position is subject to continued grant funding from the Department of Health.

### SECTION 3 - KEY DUTIES & RESPONSIBILITIES

- 1. Develop a health education and health promotion plan in conjunction with the Health and Regulatory Services team and other stakeholders for the whole district of the Shire of Halls Creek, with an emphasis on rural and remote Aboriginal communities.**

Production and implementation of health education and promotion plans and activities for the whole Health and Regulatory Services Team.

- 2. Develop and implement a Community Environmental Health Action Plan (CEHAP) for each of the major communities and review each of the plans at least once every two years.**

Health promotion and education programs to be compliant to each of the CEHAPs.

- 3. Plan, implement and evaluate health projects for promoting health at community and shire level. Be prepared to camp out in rural and remote communities.**

Plan and implement health projects, considering the CEHAPs for each community.

**4. Develop the health awareness of individuals, families, groups and communities and empower them to make healthy choices;**

Establish healthy living behaviour baseline and measure performance regularly.

**5. Run community training courses and workshops in areas such as hygiene, food safety, healthy housing, pest and vector control, accident prevention, communicable disease and chronic systemic diseases; support schools and clinics**

Carryout personal, home, community and food hygiene activities in all the communities.

**6. Provide specialist advice and resources to other agencies, such as schools, Aboriginal Corporations, clinics and local communities; and follow-up referrals from medical centres**

Actively promote the establishment of partnerships with other organisations working on social determinants of health.

**7. Write or design and produce leaflets, posters, videos and brochures to aid health education and health promotion in different environments.**

Produce health education and promotion materials for use by all age groups

**8. Ensure that work is underpinned by sound, up-to-date knowledge of environmental health and health promotion theory and ensure programs and projects are based on evidence of effectiveness;**

Include the evaluation of the effectiveness or programs and projects in the planning stages.

**9. Lobby for increased recognition of preventative and promotional measures that can take place at a community level and which have a positive impact on the health of a community.**

Increase the capacity of the Aboriginal Environmental Health Program by seeking increased funding from different sources.

**10. Conduct an annual community survey to measure the environmental health conditions, healthy living practices and standards of each specified community.**

Implement an annual evaluation of all programs and projects. Monitor healthy living practices in the community against baseline data.

**11. Implement statutory Environmental Health work in the absence of the Senior Environmental Health Officer and as and when directed by the Director Health and Regulatory Services.**

Assist the Senior Environmental Health Officer with statutory environmental health work in times of increased workloads. Provide statutory environmental health services when the Snr EHO is not available.

**12. To ensure (in cooperation with the Records Manager) that all documents for which the Environmental Health/Health Promotion Officer has responsibility are registered and managed in accordance with the Document Management Plan approved by the Chief Executive Officer.**

Enter all records and correspondence into the Shire Records system regularly.

**13. To comply with Occupational Health and Safety legislation and promote safe work practices including ensuring all OSH documents such as risk assessments, incident reports, hazard registers etc. are completed as soon as practical and delivered to the Director Health and Regulatory Services immediately.**

Implement and comply with the Shire's Occupational Safety and Health policy. Ensure the practice of high standards of safety and health for all Health and Regulatory team members.

## SECTION 4 – SPECIFIC DUTIES

- Conduct health promotion and health education activities in Aboriginal communities improve awareness of environmental conditions that lead to poor health outcomes
- Conduct health promotion and health education activities to improve and manage personal and family hygiene and the environmental conditions within the domestic home and community.
- Develop, implement and build on successful and sustainable community based environmental health programs
- Encourage communities to create healthy supportive living environments
- Prevention of environmental health factors that have the potential to adversely affect the health of Aboriginal communities.
- Management of change relating to the delivery of project outcomes.
- Implements prevention programs and strategies for communicable diseases, food safety, wastewater treatment and disposal systems, recreation and domestic water quality and any contaminated or hazardous substances in Aboriginal communities.
- Assisting in the day-to-day administration of the Health and Regulatory Services team.
- Ensure the Shire fulfills its statutory environmental health obligations.

## SECTION 5 - SELECTION CRITERIA

<b>Essential:</b>	<ul style="list-style-type: none"><li>• Tertiary qualifications in Environmental Health, Health Promotion or Public Health or equivalent</li><li>• Significant experience in planning, delivery and evaluation of health promotion activities</li><li>• Demonstrated experience working to address social determinants of health.</li><li>• Good verbal and basic written communication skills</li><li>• Hold a current "C" class motor drivers' licence</li><li>• Awareness of Aboriginal culture</li></ul>
<b>Desirable:</b>	<ul style="list-style-type: none"><li>• Demonstrated ability to write successful funding applications and meet funding reporting requirements</li><li>• Experience working in Aboriginal Communities.</li></ul>

<b>Shire Policy Requirements</b>	<p><b>Police Clearance</b> It is a requirement for all employees of the Shire of Halls Creek to provide a National Police Clearance (at interview or within 3 months of appointment) and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.</p> <p><b>Working with Children Clearance</b> It is a requirement to have a current WWC clearance (at interview or within 3 months of appointment) and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.</p> <p><b>Medical</b> It is a requirement for all employees of the Shire of Halls Creek to undertake a medical with necessary testing suitable for the role, duties and obligations of the position, (within 3 months of appointment) which will include a drug test.</p> <p><b>Drivers License</b> Minimum C class driver’s license. A copy to be provided upon interview or at commencement.</p> <p><b>COVID Vaccination Clearance</b> Please note that WA Government have recently announced mandatory COVID-19 vaccinations for Local Government employees, contractors and volunteers. If you are successful in obtaining employment with the Shire of Halls Creek, you will be required to provide evidence of your first dose by December 1 2021 and second dose by 31 December 2021. There are no exceptions to these mandates.</p>
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**SECTION 6 - APPOINTMENT FACTORS**

<b>Location</b>	Shire of Halls Creek, HALLS CREEK, WA 6770.
<b>Organisational Relationships</b>	Internal and External Liaison: Internal                      All Council Staff External                      General Public, Other health service providers NGOs Dept of Health (Environmental Health Directorate)
<b>Extent of Authority</b>	Works in accordance with general direction from the Director Health and Regulatory Services
<b>Delegation Authority</b>	Authorised Officer according to relevant legislation as published in the WA Govt Gazette. Procurement and timesheets
<b>Employment Terms</b>	A Probationary period of 3 months will apply to this position in accordance with Shire policy.

