



# FORM

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## Position Description – Health Promotions Coordinator

### Position Description – Health Promotion Coordinator (Cancer Awareness and Screening)

**Position title:** Health Promotion Coordinator

**Reports to:** Practice Operations Manager

**Direct Reports:** Nil

**Purpose of position:**

This Health Promotions Coordinator is responsible for creating awareness and delivering education to community members to encourage positive behaviour change by planning, developing and delivering health promotion activities using a variety of resources and strategies that are culturally safe and responsive to community needs.

The aim of the position is to support Cancer Prevention and increase awareness and access to preventative screening. The Health Promotions Coordinator will be responsible for developing, implementing, and evaluating evidence-based health promotion initiatives that aim to reduce the incidence, continue responding to and improving cancer -related health outcomes for Aboriginal and Torres Strait Islander people. The role involves educating the communities on cancer risk factors, supporting screening programs, and collaborating with a wide range of stakeholders to improve cancer outcomes in the community.

The Health Promotions Coordinator will provide support and guidance to Cancer support workers to ensure communities achieve equitable outcomes across cancer journeys for Aboriginal and Torres Strait Islander people both the individual and at the community level.

### Key Responsibilities

- Plan and implement cancer prevention and awareness campaigns addressing modifiable risk factors (e.g. tobacco use, diet, physical activity, sun protection, HPV vaccination).
- Promote participation in national and local cancer screening programs (e.g. breast, cervical, bowel).
- Conduct community education sessions and workshops on cancer prevention, early detection, and healthy lifestyle choices.
- Develop culturally appropriate health education materials for different population groups.
- Collaborate with schools, workplaces, community groups, and healthcare providers to deliver targeted health promotion interventions.
- Collect and analyse data to evaluate program effectiveness and community impact.
- Support cancer survivors and patients through promotion of supportive care resources (e.g. exercise, nutrition, mental health).
- Stay current with cancer prevention research, national guidelines, and public health strategies.
- Build partnerships with mainstream cancer services and organisations.

### Continuous Quality Improvement

- Imbedding robust CQI action in the service delivery and business practices
- System level improvements to enhance service quality, and CQI such as Plan, Do, Study, Act (PDSA) cycles, process mapping, clinical audits; in a multidisciplinary care setting.
- Collection & reporting of nKPI and other data

- Maintaining systems to support clinical and Organisational accreditation

#### **Compliance**

- Maintain awareness of current and new legislation to ensure the clinic team is complying with all statutory and regulatory obligations including industrial and employment law, workplace health and safety requirements, privacy obligations and taxation responsibilities.
- Ensure relevant personnel are kept informed and changes are made to systems and procedures as required.

Ensure CWAATSICH complies with all contractual obligations.

#### **Foster Linkages**

- Liaise and collaborate with stakeholders to foster effective planning, delivery of appropriate referrals and program outcomes with:
- Clinic, program IAS and corporate team
- Hospital, allied health and other health care professionals, and relevant agencies and organisations

#### **Expected behaviours and personal attributes**

- Excellent communication and interpersonal skills, including the ability to engage and educate diverse communities.
- Always be well-presented, friendly, courteous and obliging.
- Always represent CWAATSICH in a confident and positive manner.
- Undertake the duties within your position and as an employee of CWAATSICH with diligence, honesty and integrity
- Maintain absolute confidentiality regarding client care and management and CWAATSICH information
- Ability to work both independently and as part of a multidisciplinary team.
- Availability to travel is essential

#### **Position Requirements**

- Current Positive Blue Card Notice
- Current Criminal History Check
- Current Queensland Open's Driver's License.
- Current First Aid Certificate/CPR

#### **Key Selection Criteria**

1. Demonstrated experience in health promotion, project management
2. Demonstrated knowledge and understanding of cancer risk factors, prevention strategies and early detection
3. Demonstrated proficiency in preparing promotional and educational materials across multiple media platforms

4. Demonstrated knowledge and understanding of the social determinants of health and their relationship to cancer outcomes.
5. Demonstrated experience and knowledge to communicate effectively supporting Aboriginal and Torres Strait Islander people in a culturally safe manner and environment.