

<b>POSITION:</b>	<b>Health Promotion Officer – Children and Youth Services</b>
<b>CLASSIFICATION:</b>	<b>Band 4</b>
<b>REVIEW DATE:</b>	<b>July 2021</b>

## Casey Cardinia Libraries

Casey Cardinia Libraries (CCL) is one of Victoria's largest public library services. We are funded principally by City of Casey, Cardinia Shire and the State Government. We support a rapidly growing and diverse community of more than 480,000 people.

Our libraries are located at Cranbourne, Doveton, Emerald, Endeavour Hills, Hampton Park, Narre Warren and Pakenham. The Cardinia Mobile Library provides a weekly service to Beaconsfield, Bunyip, Cockatoo, Garfield, Gembrook, Koo Wee Rup, Lang Lang, Maryknoll, Nar Nar Goon, Tynong and Upper Beaconsfield.

## Our Vision

Inspiring spaces where everyone is free to discover possibilities.

## Our Values and Guiding Behaviours

### Creativity

- Thinking of new ways to do things is crucial to our success
- We challenge the status quo, if we believe a better way is possible
- We cultivate creativity in others

### Teamwork

- When we all contribute, we excel
- We look out for each other
- We play to each other's strengths
- We work with our community

### Social Intelligence

- We are mindful of people's feelings
- We know what to do to put others at ease
- We are kind, compassionate and look for the best in each other

### Fairness

- We treat people fairly and recognise them as individuals
- We do not let our personal feelings bias our decisions about others
- We actively support social inclusion and connection
- We are accountable for our behaviour

### Love of Learning

- We love learning about new things.
- We believe there is always an opportunity to learn
- We learn from each other

### Humour

- Our humour enables us to express how we feel.
- We like to laugh, bringing smiles to other people
- We use humour to build connections and create a positive experience for everyone

## Our Approach

- We put people first
- Pay it forward
- Follow up and reciprocate good deeds
- Help each other grow
- Share our stories and learn from each other
- Share ideas freely
- Quick little steps
- Give new things a go
- Momentum not perfection
- Encourage each other to take calculated risks
- Build confidence and resilience by working to our strengths
- Encourage authentic and courageous conversations
- Embrace the opportunity to learn when, things don't go as planned
- Acknowledge our partners
- Celebrate success

## About the Parent/Carer- Child health and Wellbeing Project

This is a 12-month project funded by the State Library of Victoria.

Casey Cardinia Libraries and Greater Dandenong Libraries will work together with Monash Health, Councils and local Maternal Child Health services to deliver engaging and relevant information on mental health, wellbeing and nutrition to young children and their carers via established library programs including Babytime, Tinies Time and Storytime.

The expected outcome is improved health outcomes for young children and their carers in the outer South East Metropolitan region and Victoria more broadly once the initial project has been delivered.

Families will be introduced to the program through Council services eg Maternal and Child Health and library promotions.

The health and well-being information will be delivered at the library through weekly programs (with 'themed' Storytime or Babytime content), beginning with 3 sites (Pakenham, Doveton and Dandenong), then rolled out regionally across the library network.

Health promotion practitioner(s) will support the program with:

- Development of evidence based and targeted content
- Guidance and training for library staff; and
- In-person visits at key touch points during content delivery.
- Content will also be developed and delivered for online consumption to audiences unable to attend the library programs in person.
- Reporting activity and outcomes as required

## Position Objectives

### Strategic

- Contribute to the innovative and customer focused library service, building capacity in our communities
- Deliver contemporary health promotion practice with Casey Cardinia Libraries and Greater Dandenong communities. This will involve the planning, implementation and evaluation of the integrated health promotion plan in a team environment, as well as working autonomously on individual portfolios of responsibility and/or projects.

The incumbent will support the Casey Cardinia and Greater Dandenong Libraries teams to deliver the Parent/Carer-Child Health and Wellbeing initiative across the City of Greater Dandenong, City of Casey and Cardinia Shire Council which:

- addresses the broader determinants of health
- reflects current best practice and supports local, state and national priorities
- promotes active consumer and community participation
- upholds health literacy principles

The incumbent will have an up-to-date knowledge of community health as well as an understanding of community health philosophy, programs and services.

The incumbent will be familiar with contemporary health promotion theory and practice especially pertaining to working with a complex system and a settings-based approach.

### Operational

- Development of evidence based and targeted content for literacy kits
- Provide guidance and training for library staff in the provision of current community health information, specifically in Nutrition and Mental Health

- The role requires excellent administrative, IT, organizational and communication skills, the ability to work independently and a willingness to work across community service sites.

### Key Responsibilities and Duties

- Support the development of content for the Parent/Carer-Child Health and Wellbeing Project utilising contemporary health promotion practice principles.
- Contribute to the strengthening of local networks and partnerships to undertake preventive health action.
- Deliver a high standard of written reports and documentation within agreed timelines.
- Deliver training and support to library staff at Casey Cardinia and Greater Dandenong Libraries
- Ensure initiative and innovation underpins work practices.
- Maintain current Health Promotion practices.

### Selection Criteria

- Experience with the development of evidence-based Health promotion content in a community setting
- Demonstrated knowledge of community health as well as an understanding of community health philosophy, programs and services.
- Well-developed interpersonal and communication skills with the ability to communicate with all ages across all levels of community
- Sound organisational skills
- Ability to work independently and as part of a team to meet organisational strategic outcomes
- Relevant qualifications are desirable (bachelor's degree in Health Promotion, Health Science or equivalent)
- Current Working With Children check ; Current Victorian Driver's licence

### Organisational Relationships

Reports to:	General Manager, Customer Experience – Casey Cardinia Libraries
Internal liaisons:	Libraries, Project teams, Children's and Youth Services Teams
External liaisons:	Library members, members of the community, key stakeholders/agencies relevant to portfolio or project areas

### Accountability and Extent of Authority

- Authority to operate within established policies and procedures
- Assist with initial needs assessments to plan, implement and evaluate health promotion initiatives
- Develop and maintain effective relationships with all partners and stakeholders
- Contribute to the preparation of community information, reports, and related documents as required

### Judgment and Decision Making

- Demonstrate a sound knowledge of health literacy principles
- Be considerate of local, state and national priorities such as the Victorian Public Health and Wellbeing Plan and Outcomes Framework
- Demonstrate understanding of Health Promotion core competencies, complex systems theory and working from a settings-based approach

### Specialist Skills and Knowledge

- Adhere to Casey Cardinia and Greater Dandenong Libraries Policies and Guidelines and Practices within profession specific codes and scope of practice
- Adhere to Casey Cardinia and Greater Dandenong Libraries Occupational Health and Safety and Quality and Risk Management frameworks
- Complete all necessary personal training and professional development requirements.

### Managerial Skills

- Ability to set priorities, plan and organise work
- Ability to train other staff in the execution of established procedures

### Interpersonal Skills

- Strong communication skills with all members and staff
- Good written communication skills
- Ability to handle dissatisfied patrons in a friendly manner
- Approachability and awareness of community needs
- Ability to have a flexible approach to work and changing priorities

### Qualifications and Experience

- Bachelor's degree in Health Promotion, Health Science or equivalent
- Minimum of 2 years' work experience in health promotion
- Demonstrated understanding of Health Promotion core competencies, complex systems theory and working from a settings/ place-based approach
- Current and satisfactory Working with Children Check.

### Conditions of Employment

Conditions of employment are as per the Casey Cardinia Library Enterprise Agreement, Corporation policies and procedures and the letter of offer.

- **Employment Status** – Prior to commencement of duties the successful applicant must provide proof of permission to work in Australia
- **Health Declaration** – the preferred applicant will be required to complete a Health Declaration form as part of the conditions of employment
- **Hours** – fixed term hours of employment based on the 38 hour a week employment model
- **Multiskilling** – The employee may be directed to carry out any duties within the limit of his/her skills, competence and training, provided that such duties do not promote a narrowing of their skill base
- **Qualifying Period** – As per the Fair Work Act 2009 and Regulations – 6 months
- **Recreation Leave** – Annual leave must be taken at times that are mutually agreeable to both employee and employer, within twelve months of it falling due
- **Risk Management** – Employees are responsible for taking all reasonable steps to ensure they are aware of the inherent risks associated with their work and for taking appropriate action to minimise or eliminate such risks
- **Sick Leave** – A medical certificate may be required for any absence and must be provided for sick leave exceeding three working days or absence on the working day before or after a rostered day off (if applicable), annual leave, LSL or public holiday
- **Smoking** – Smoking is prohibited within all Library buildings and vehicles
- **Working with Children Check** – mandatory (Child Safe Standards 2017)

### Inherent Physical Requirements

It is important that an employee understands the physical requirements involved in carrying out the duties of the positions.

Requirements	Frequency		
	Possible	Occasionally	Regularly
Passive			
Ability to stand for extended periods for the purpose of using a computer			✓
Ability to sit for extended periods for the purpose of using a computer, travelling			✓

to various locations and attending a range of meetings			
Ability to read computer screens and fine print on documents for the purposes of researching various policy options			✓
Ability to communicate clearly both verbally and written			✓
<b>Manual Handling</b>			
Repetitive arm movements and manual dexterity for undertaking computer work and handling documents and files			✓
Issue and return of library materials using scanners and docket printers			✓
Lifting of stock and library materials onto and off shelving			✓
Pushing book trolleys			✓
Lifting and moving of boxes and files on a regular basis			✓
<b>Agility</b>			
Bending and stretching, including knee bending			✓

*Note: This template does not represent an exhaustive account of all job factors however it forms a basis to guide staff and medical professionals as to the activities for which a personal capability must be sustained.*

All staff is reminded that they should follow Health and Safety regulations and the Corporation's Health and Safety Manual Handling Policy when performing their duties.

**Staff Member:**

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**Signature:**

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**Date:**

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**Authorised:** Melissa Martin (General Manager, Organisational Development)

**Date:** July 2021