

POSITION DESCRIPTION AND DUTY STATEMENT

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| Position: | Health Promotion/Community Development Officer – Physical Activity |
| Responsible to: | Chief Executive Officer/Team Leader, Children’s Health Promotion |
| Location: | Wollongong and Shellharbour locations |
| Hours: | Approx 15 hours per week (Tues, Wed, Thursday afternoons) |
| Classification: | Casual. Health Professional & Support Services Award Level 1 Pay Point 2. |
| Rate of Pay: | \$31.45 per hour (negotiable depending on skills and experience) |
| Note: | We are looking for a male in order to support young boys in our program and to ensure we have gender equity on our staff. Aboriginal and Torres Strait Islander males are encouraged to apply. This is a temporary contract of 12 months duration with the possibility of extension depending on funding. |

Background:

We are Healthy Cities Illawarra Inc., the ‘glocal’ organisation working to create healthy environments and enabling healthy choices for the people of the Illawarra and Shoalhaven, NSW.

We are dedicated to addressing underlying social, economic and environmental causes of health inequality and working in partnership with local government, health care providers and other community organisations to deliver meaningful health and wellbeing outcomes for our community.

We do this by designing, implementing and evaluating evidence-based and cost-effective programs for a range of issues and audiences. From fair food, healthy eating and cooking skills to walking programs, after-school youth programs and age friendly initiatives – we are here to help design the infrastructure of a healthy community and sustain positive behaviour change.

We are inclusive, we believe in increasing individual and community control over the interactions in our communities which impact on our health and quality of life.

Healthy Cities Illawarra operates in the Local Government Areas of Kiama, Shellharbour, Shoalhaven and Wollongong. It was set up in 1987 as one of three, three year pilot projects, with funding from the Commonwealth Government as part of a World Health Organisation Initiative.

Position Purpose:

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The Health Promotion/Community Development Officer – Physical Activity supports the development, delivery and evaluation of Healthy Cities’ current and planned physical activity programs.

The Health Promotion Officer Physical Activity has a close working relationship with the CEO and other team members and will join a team in implementing community programs such as ‘Active in Betweens’ and other community-based activities.

About the Active in Between’s Program:

Active In-betweens aims to engage and support local children aged 8-12 years during the vulnerable “in-between” years across 5 sites in the Illawarra region (Bellambi, Bundaleer, Horsley, Warilla and SACYA).

<https://healthycities.org.au/programs/active-in-between/>

The program’s goal is to increase participants’ social and neighbourhood connectedness, create opportunities for physical activity and increase awareness, knowledge and practice of healthy eating practices. The program delivers a weekly outdoor activity session incorporating physical activity, healthy eating, healthy lifestyle, creative self-expression and the development of positive social and neighbourhood connections. This program provides positive role modelling and meets an identified community need for early intervention with this age group.

Key responsibilities:

Work with the other program team members and HCI;

- Develop and implement a program of once weekly activities which are creative, child-centred, fun, varied and developed with the full consultation of the children at the commencement of, and throughout the course of the program.
- Assist in the conduct and promotion of the program.
- Implement strategies to connect with local children in the target age group and attract them to the program.
- Provide opportunities for the children to be independent and make decisions that include managing risk and safe risk-taking in the activities offered by the program.
- Develop appropriate ways to engage program participants’ families where possible.
- Liaise with local agencies and organisations including schools, clubs and other community service providers as appropriate, to offer new experiences and transition support for the children where needed.
- Encourage the children to form positive connections with the youth programs and support services available at the various Community Centres.
- Maintain documentation of activities, regular reporting to the project advisory group and complete a project report.

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- Assist in the collection of relevant program evaluation data and information as required.
- Be aware of child protection issues and ensure that appropriate levels of adult intervention are maintained to create a secure environment for all children involved in the program.
- Participate in WH&S responsibilities including risk assessments for the physical environment and for specific program activities undertaken.

Qualifications and experience

- Relevant experience and qualifications in youth work, community services, children's services, education, health and fitness or related disciplines.
- Access to a vehicle with comprehensive insurance and possession of a current NSW Drivers licence.
- First Aid qualifications or willingness to complete training.
- A current "Working with Children Check".
- Experience and passion for working with children in the "tweens" age group (8-12yrs)
- Be able and confident to deal positively with a range of behaviour presentations from children.
- An understanding and awareness of trauma informed practices and principles when working with 'vulnerable' children and families.
- Flexible availability for some key project activities would be highly desirable.
- The ability to motivate, inspire and connect with children in the "tweens" age group and their families.
- Physical fitness and the ability to join in the program activities as required and when asked to do so by the children.
- Good communication skills and the ability to deal positively with a range of behaviours exhibited by children in this age group.

To express your interest in this position, please email a Cover Letter and a Current CV to Kelly Andrews at manager@healthycities.org.au

If you'd like to ask any questions, please call Kelly Andrews on 0400 576 527.

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