



POSITION DESCRIPTION	
Part 1 – Expectations	Employee
Attachments	Addendum A *Outlines the specifics of the allocated Directorate/Portfolio

About EACH

EACH provides an integrated range of health, disability, housing, counselling, and community mental health services across Australia. We offer a wide range of supports to assist members of our community to lead happier, healthier lives. Our staff are a collective workforce of over 1,700 paid employees and over 250 volunteers.

More information is available at: <http://www.each.com.au>

Our vision	Everyone has the power to live well.
Our purpose	Health and support services that improve lives and strengthen communities.
Our values and behaviours	<p>We care.</p> <p>We welcome you with empathy and hope.</p> <p>We believe making change is possible for everyone.</p> <p>We listen.</p> <p>We take time to understand you, your experiences, and your culture.</p> <p>We work with you and the people important to you, to build the right supports.</p> <p>We learn.</p> <p>We evaluate our actions and always seek to improve.</p> <p>We deliver.</p> <p>We have a 'can do' attitude and find ways to say 'yes'.</p> <p>We do what we say we're going to do.</p>



Expectation of Employees

A key focus of this position is to work collaboratively with their team members, their Directorate and across other Directorates.

They are responsible for leading delivery and/or community through their own contribution.

It is expected that all employees consistently model EACH's values and behaviors and ensure EACH's culture is inclusive, safe, and engaging.

Employee Responsibilities

Employees are responsible for:

- Assessing for quality, safety and risk and taking actions that keep myself, customers, community and staff safe
- Partnering with my team, others at EACH, our customers and community to achieve great outcomes
- Creating a safe, respectful and culturally appropriate space to foster growth, learning, belonging, health and wellbeing
- Contribute to tracking progress and outcomes to ensure alignment with EACH's goals and to reliably deliver on performance targets
- Working within the program/role guidelines and professional boundaries of my role
- Demonstrating behaviours at all times that align to EACH's leadership standards and recognises that you are an ambassador of EACH.

Quality:

EACH staff are required to participate in continuous monitoring and improvement and comply with legislation, professional standards and accreditation standards and any other governing laws that apply from time to time.

EACH staff must have and maintain the appropriate skills and knowledge required to fulfil their role and responsibilities. In addition, they must practice within the specifications of this position description, and where applicable within the agreed scope of practice.

Safety & Wellbeing:

EACH is committed to providing and maintaining a working environment for all staff that is safe and minimises risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by their acts or omissions at the workplace.

As an Employee you understand your responsibilities and accountabilities to yourself and others in accordance with OH&S legislation across the various jurisdictions and EACH's policies.



EACH Child Safe Commitment Statement:

EACH is committed to promoting and protecting the best interests of children and supporting a child safe culture. EACH has zero tolerance for child abuse. Everyone working at EACH is responsible for the care and protection of children and reporting information about suspected child abuse.

All children who come to EACH have a right to feel and be safe. EACH is committed to the safety and well-being of all children whether they are direct service recipients or indirectly linked to our services such as children of customers. The welfare of children and young people is our first priority. We create a child safe and child friendly environment where all children are valued and heard, are safe and protected."

Key Selection Criteria

Skills and Behaviours

- Acts in accordance with EACH's Behavioural and Performance Standards.
- Highly developed communication and interpersonal skills to competently establish and maintain effective working relationships with clients, staff and visitors.
- Demonstrated ability to work collaboratively and enthusiastically within a team to help foster a positive and progressive work environment.

Desirable Experience, Knowledge, and Qualifications

- Tertiary qualifications in a relevant discipline.
- Demonstrated ability in working collaboratively as part of a Team
- Appreciation and understanding of the Not-For-Profit sector and Health services is well-regarded.

Mandatory Competencies and/or Licences

- Completion of an acceptable Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced.
- A cleared National Worker Screening Check prior to commencement of employment (if required for the role – not applicable to all roles)

Expected behaviours for all EACH Staff

- Acts in accordance with EACH's Code of Conduct, policies and procedures and is demonstrably committed to EACH's vision, mission, values, and service principles.
- Responds to family violence risk in line with their role and responsibilities and in accordance with the Multi-Agency Risk Assessment and Management (MARAM) Framework and related Frameworks.



- Promotes a 'safety first' culture and acts in accordance with EACH Health, Safety and Wellbeing Policy and management system.
- Ensures EACH Great Care is put through its PACES (Person-Centred, Accessible, Connected, Effective and Safe).
- Promotes and supports a zero-tolerance culture that recognises all people have the right to live their lives free from abuse, neglect, violence, discrimination and exploitation and acts upon EACH's commitment to recognise, raise and respond to any deviation from a person's human rights.
- Fosters and promotes an inclusive and collaborative work environment where all employees, volunteers and customers feel welcomed, respected, valued and enabled and proud to fully participate, irrespective of their individual differences in background, experience and perspectives. Demonstrates a customer focus by prioritising the needs and outcomes of internal and external customers.
- Demonstrates teamwork and collaboration and positively contributes to group activities.
- Contributes to innovation and continuous improvement and openly shares information and knowledge to enable optimal outcomes for customers.
- Be curious, reflective, and open to continuous learning and new ways of working.
- Successfully completes all mandatory training in a timely manner, to support the delivery of high quality, safe and effective service delivery.



Part 2 - Addendum (Population Health Officer)

This document explains the work of the Population Health Officer and the outputs they will need to deliver

Position:	Population Health Officer
Directorate / Service / Program:	Prevention and Population Health, Primary Care
Industrial Instrument Name:	Victorian Stand-Alone Community Health Services (Health And Allied Services, Managers And Administrative Officers) Multiple Enterprise Agreement 2018-202
Instrument Classification:	Grade 4
Reports to:	Manager, Prevention and Population Health
Effective Date:	18 October 2023

Key Deliverables

- Contribute to the planning and development of the prevention and population health program, including strategic and action plans that align with EACH's vision and the requirements of funding bodies.
- Utilise best-practice approaches to implement initiatives and actions assigned to this position in accordance with strategic and action plans.
- Investigate, identify and apply for funding to support the effectiveness of the prevention and population health program as guided by the Manager, Prevention and Population Health.
- Monitor and evaluate program initiatives and actions to identify and document outputs and outcomes/impacts.
- Prepare clear and concise research and evaluation reports as required by EACH and funding bodies.
- Participate in a dynamic process of ongoing monitoring, analysis and assessment of practice, outputs and outcomes to inform a continuous cycle of learning and quality improvement.
- Keep abreast of relevant research, literature and data to inform evidence-based planning and practice.
- Monitor and identify matters that require advocacy intervention.
- Collaborate and build partnerships with targeted internal and external stakeholders to enable the effective delivery of the prevention and population health program.
- Implement a range of engagement and participatory methods to achieve program goals, objectives, initiatives and actions assigned to this position, including group work.
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- Facilitate, support and participate in targeted local and regional networks that support the goals and objectives of the prevention and population health program.
- Effectively communicate with internal and external stakeholders using a range of approaches, styles and platforms.
- Prepare clear, concise and high-quality documents, reports and publications and deliver oral presentations to engage with a diverse range of audiences.
- Contribute to a high-achieving, inclusive, supportive and innovative team culture by actively participating in one-on-one and team meetings, team-building sessions and professional development.
- Undertake other duties as directed by the Manager, Prevention and Population Health.

Qualifications and skills

- Tertiary-level qualifications in health promotion, community development, project management, nutrition and/or dietetics - preferable.
- Current state-based driver's licence.
- Demonstrated high-level understanding of and experience in (3-5 years) planning, developing, implementing and evaluating prevention, population health and health promotion initiatives in community settings.
- Demonstrated experience in project management and the capacity to manage time, prioritise tasks and work within budgetary constraints.
- Ability to build and maintain effective relationships and partnerships with a broad range of internal and external stakeholders.
- Excellent interpersonal, written and verbal communication skills, including the ability to write complex reports and publications and deliver oral presentations.
- Demonstrated ability to work with people from diverse backgrounds.
- Ability to work independently and in teams and groups.

Physical Requirements

- Ability to sit at a computer for 6 – 8 hours per day.
- Ability to walk 500 metres.
- Ability to walk up and down stairs.
- Ability to travel to setting locations and between EACH sites.
- Ability to lift 5 kgs.
- Ability to work remotely (from home or at settings) and at EACH sites.