



Position Summary

Position Title: Health Promoter

Reports to: Program Director

Revision Date: September 2022

Summary:

Health Promoter is instrumental in identifying community needs and developing programs to address those needs. You will do this independently as well as in collaboration with physicians, nurses and other allied health professionals at Quest, and with our many partners in the community. The Health Promoter will have the opportunity to identify and manage programs from conception to evaluation while at the same time strengthening and building new partnerships. The Health Promoter maintains current knowledge of the literature and best practices and critically appraises research to assist with setting priorities, targeting programs and developing health promotion strategies and interventions. They play a key role in Quality improvement planning and monitoring. All of the above will be supported in an environment where you will enjoy the opportunity for continuous learning and career growth.

Key Objectives:

1. Perform initial and ongoing community needs assessments, analyze information and make recommendations in support of approvals and funding applications.
2. Prepare funding proposals, and manage education and promotion program budgets.
3. Coordinate, develop, implement, monitor and evaluate programs, such as outreach, volunteer or promotion activities, to respond to those needs.
4. Collaborate with staff, management team and community stakeholders to prepare reports and promotional material such as displays.

5. Act as a resource and assist in activities related to publicity, public relations and client advocacy.
6. Recruit, screen, interview, and orient volunteers for programs and events, assess individual goals and fit; coordinate or provide volunteer training and performance evaluation. Plan, organize and conduct job fairs to assist with volunteer recruitment.
7. Conduct presentations; facilitate workshops and group meetings and other community initiatives.
8. Act as part of an interdisciplinary team which assists with the development, analysis and implementation of policies and procedures for the benefit of improvement to the delivery of primary health care services.
9. Establish and maintain links with community and staff by regularly attending and providing support, including administrative, to advisory committee meetings and other community meetings and events. Develop and maintain strong ties to other professionals and community members.
10. Develop and maintain an information resource centre and assist staff to become familiar with health education and promotion concepts and programs.
11. Provide input for development of strategic plans and attend and participate in staff meetings and special projects and perform other duties as assigned.
12. Meet organizational quality and quantity of work standards. Comply with applicable medical directives, policies, regulations, ethical standards and legislation.
13. Promote the mission, vision, values and philosophy of care developed by Quest CHC.
14. Participate and comply with all health and safety processes and initiatives to ensure the organization remains a safe workplace.
15. Maintain and develop professional competence through continuing education.

Qualifications:

Education

- Bachelor degree in a related field, Master's degree preferred At least 3 years of relevant experience in health promotion, community engagement
- Current certification or willingness to become certified in Non-Violent Crisis Intervention (NVCi).

Experience

- 3 to 5 years related experience in a community-based organization.
- Experience in program development, implementation, monitoring and evaluation.

Skills and Abilities

- Awareness of and sensitivity to the health issues of the community.
- 3-5 years of health promotion experience in a community setting, working with interdisciplinary teams, including experience in program development, implementation, monitoring and evaluation
- Demonstrate knowledge about the following concepts: the health status of populations, inequities in health, the determinants of health and illness, and strategies for health promotion.
- Knowledge and skills in the following areas; community mobilization; program planning, and implementation; mass/multi-channel media and communications; social marketing; behaviour change; and advocacy
- Excellent organization and time management skills
- Ability to establish positive working relationships with a multi-disciplinary team, clients and service providers.
- Proficiency in the use of computer software such as Microsoft Office.

Conditions of Employment

- Valid Ontario Drivers' License, access to a reliable vehicle and a Police Reference Check are required.
- Maintain and develop professional competency through training or appropriate continuing education.
- Maintain confidentiality in compliance with the Personal Health Information Protection Act (PHIPA), Freedom of Information and Protection of Privacy Act (FIPPA) and Personal Information Protection and Electronics Document Act (PIPEDA).

Physical Demands

The position requires sitting at a desk requiring sufficient mobility to allow sitting, standing and twisting from a seated position to reach office equipment. Movement from front desk to offices and operatories, occasionally lifting 10-20 pounds may be required.

Speech and listening are critical aspects of the role to effectively communicate with the clients and colleagues, to give and receive information and to establish general rapport to relieve anxiety.

Working Conditions

The duties of this position are performed primarily in a health care setting, and occasionally in an office setting. This includes work in a clinic environment as part of a team coordinating care for a population of patients.

The employee must be able to work varying work schedules, including evenings, and We are committed to workplace equity and diversity, thus we encourage submissions from equity seeking groups who identify based on ability, cultural background, race, sexual orientation, gender

Employee Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____