



Job Title: Health Promotion and Education Coordinator

Nature: Part-time, 25 hours total. Monday to Friday – some flexibility required for evening and weekend work as required. Must be available to work Tuesdays and Wednesdays.

Reports to: Age Concern Wairarapa Manager

Responsible for: Providing a community driven service for older people with a focus on health and wellbeing through community action, health promotion, information, education and collaboration with other relevant agencies

Position Works With: Age Concern Wairarapa Service Coordinators, Volunteers, various NGO's and other appropriate organisations

Principle Objectives:

- To provide health promotion and education opportunities on a regular basis across the Wairarapa
- Enable older people to access community activities which contribute to their wellbeing
- Provide information and support for family carers
- Provide a link to other related health and disability agencies

Key Skills Required for the role:

- Understanding of wellbeing needs as they apply to older people
- Understanding of Te Tiriti o Waitangi as it applies to the wellbeing of Maori
- Excellent time management, organisation and planning skills
- Excellent presentation, facilitation and communication (written and verbal) skills
- Proficiency with Microsoft Office (including Excel, Word, Outlook, Publisher etc.)
- Demonstrated ability to develop and maintain strong working relationships (internally and externally)
- Previous experience and a proven track record in project management
- Experience in managing and motivating volunteers
- Creativity and thinking outside the square
- Well-developed analytical and critical skills supporting the development and improvement of services provided by Age Concern Wairarapa
- Able to work to a budget
- Knowledge/experience of marketing, promotion and fund raising

Personal Attributes

- Genuine caring ethos and a passion for older people as it applies to their wellbeing
- Demonstrates cultural competency biculturally and multiculturally
- Committed to achieving challenging objectives and delivering excellence
- An eye for detail and a genuine desire for accuracy and compliance
- Goal focused, forward thinking, keen to look for process improvements
- Ability to work independently and within a team
- Commitment to providing high quality services

Key Tasks	Outcomes
<p>Promotion</p> <p>Promote and provide seminars, activities and opportunities to encourage older people into new experiences, increase their knowledge on health and wellbeing and provide a wide range of choices for social interaction</p>	<ul style="list-style-type: none"> • A structured yearly plan to outline all aspects of deliverables for the programme showing planned activities and locations for 12 months • Activities and seminars that support effective communications of health messages and provide opportunities for social interaction • Provide statistics on activities which include participant feedback for monthly reporting and quarterly monthly contract reporting
<p>Community Support</p> <p>Coordinate and / or support community organisations promoting events around Older Persons</p>	<ul style="list-style-type: none"> • Planning, coordination and delivery of the annual Health of Older Persons Expo • Older & Bolder week to include media exposure and evaluation • Work with other organisations to support events and activities already in place that may benefit senior people within the community • Regular attendance at external meetings as Age Concern Wairarapa representative • Regular promotion and speaking at events and workshops to promote the service/s provided by Age Concern Wairarapa
<p>Education</p> <p>Coordinate and/or deliver education sessions in community settings to raise awareness of the rights, needs and abilities of older people</p> <p>Work with Te Whatu Ora to identify priorities for health information and education (eg: falls, self- directed health management, EPOA, advance care planning, emergency planning)</p>	<ul style="list-style-type: none"> • At least 4 programmes in collaboration with other community organisations or health providers • At least 4 articles to be featured through the quarterly Active Aging Wairarapa Magazine • Provide a range of seasonally appropriate information to promote health and wellbeing of older people, including but not limited to: <ul style="list-style-type: none"> • Summer – hydration, activity, fridge management • Autumn – Falls prevention, flu and shingles vaccination • Winter – Vit D, heating and insulation, fire safety • Spring – Nutrition, activity
<p>Active Aging Wairarapa Quarterly Magazine</p> <p>Plan, coordinate, develop and deliver quarterly magazine with a focus on older persons health and wellbeing.</p> <p>Promoting key information from the various services throughout Age Concern Wairarapa and other similar organisations.</p>	<ul style="list-style-type: none"> • Lead (in consultation with the Manager) the collation and presentation of content • Organise layout, presentation and printing of magazine • Source advertising and sponsors • Ensure distribution of the magazine • Include Health Promotion material as per the contract specifications

Identification of issues experienced by older people Research and develop a plan to work with NGOs and health groups on identifying issues experienced by elderly Work with aged care agencies towards addressing issues relating to older people	<ul style="list-style-type: none"> • A plan to work with other agencies on identifying issues experienced by the elderly • Relationships built with relevant stakeholders and key organisations • Provide reporting on issues identified for the elderly and the processes and responses used in addressing these issues
Other	<ul style="list-style-type: none"> • In consultation with the Manager work within confirmed budgets for all events/activities • Recruit, train and coordinate sufficient volunteers to deliver on activities and events
Health and Safety	<ul style="list-style-type: none"> • Comply with the responsibilities of the Health and Safety Work Act 2015 at all activities/events • Monitor performance to facilitate compliance at all activities/events • Initiate actions to remedy noncompliance.

Signed: _____ (Date) _____
Employee

Signed: _____ (Date) _____
Manager