


Scope of the Position	
Position Title	Health Promoter/Health Educator (Cancer Prevention)
Reports To	Service Delivery Manager – Cancer Prevention
Service Directorate	Member – Cancer Prevention Team Centre – colleague support of other staff at the Centre
Location	This position is based in the Hawke’s Bay Centre, however it can be based from other Centres, and some travel to other centres or regions may be required from time to time
Hours	This is a part-time position (30 hrs/week) Hours of work are between 8am and 8pm Monday to Friday with some weekend work required from time to time
Direct Reports	Nil
Responsible For	Delivery of Health Promotion – Cancer Prevention programmes of the Cancer Society including: <ul style="list-style-type: none"> • Health Education and Community wellness initiatives • HP programmes including but not limited to <ul style="list-style-type: none"> Tobacco control Managing lifestyle risk (Nutrition/Activity/Alcohol) Minimising harm from UV Radiation (Sunsmart) Screening partnerships (DHB and other agencies) • Participating in National Health Promotion Strategies and programmes
Internal Relationships with	Health Promotion – Cancer Prevention staff Other staff and Volunteers of the Division Other Cancer Society Divisions
External Relationships with	DHB/PHO/Hauora and other service providers District Councils and other environmental Agencies National Cancer Agency – Te Aho o Te Kahu Primary Health services and providers Schools and Youth programmes and communities
Delegated Authority	Nil financial delegations



About the Cancer Society	
Our Mission, To Mātou Koromakinga	<p>To reduce the incidence and impact of cancer in New Zealand</p> <p><i>The Cancer Society is committed to working with our communities by providing leadership and advocacy in cancer control with core services in Community Health, Support and Information Services, Research and Advocacy.</i></p>
Our Vision, Te Matakite	Working together towards a future free from cancer
Equity Charter	<p>Our Equity Charter guides our approach to our mahi</p> <p>Te Tiriti o Waitangi – Commitment and application of Te Tiriti o Waitangi is evident throughout the organisation</p> <p>Kotahitanga – Everyone is aware of and enabled to address inequities</p> <p>Mana Taurite – Equity is embedded in all policies, structures, systems and services</p> <p>Matauranga – CSNZ funded research improves equitable cancer outcomes across the continuum for all new Zealanders</p> <p>Whaitaua – CSNZ advocacy improves equity outcomes across the continuum for all New Zealanders</p> <p>Haepapatanga kit e Hapori – accountability mechanisms are embedded throughout the organisation</p> <p>Mahi Arataki – our equity strategies are sustained and responsive to changing equity needs</p> <p>Kaitiakitanga – sustainable and eco friendly processes are embedded throughout the organisation</p>
Federation	<p>The Central Districts Division includes the 5 Centres of Taranaki, Whanganui, Manawatū, Hawke’s Bay and Gisborne.</p> <p>It is a part of the Federation of the Cancer Society of New Zealand</p> 



Operating Tasks & Results Areas	
National Contribution	<ul style="list-style-type: none"> Engage with NO and other Health Promoters of the Society to enable the delivery of Health Promotion goals, and our Mission Attend any National meetings and events as may be required Link with any National initiatives that may be presented to Divisions for supporting services, operations and outcomes Maintain the integrity of the Brand of the Cancer Society
Division Operations	<ul style="list-style-type: none"> Attend and participate in Division workshops and meetings Participate in setting Division goals, targets and service standards Work with the Annual Operations Plan(s) to deliver on divisional KPI's, expectations and services Contribute to Divisions (and National) newsletter, website, social media, and other communication and marketing material Support Centre Fundraising initiatives including any events or programmes Support colleagues within the Health Promotion staff team To comply with the policies, practises and standards of the CS
Equity	<ul style="list-style-type: none"> Recognises and supports the CS commitment to Equity and addressing issues of inequity with Māori and with other disadvantaged communities Attends and engages with Equity work and encourages staff to do the same
Attitudes and Behaviours	<ul style="list-style-type: none"> Positivity in work tasks and relationships with others Future focussed Utilise process and analysis to inform decisions and actions Learning new skills and problem solving

Service Tasks and Results Areas	
Community Engagement	<ul style="list-style-type: none"> To be active and engaged in the community to influence and promote health and wellbeing To engage the community to be active and proactive in improving their health
Advocacy	<ul style="list-style-type: none"> To prepare, present, and deliver such reports/submissions required to influence the health environment for NZ To support the organisation to uphold its role as a health leader
Tobacco Control	<ul style="list-style-type: none"> To participate in Smokefree programmes with other agencies by direct and indirect contact To oversee staff engagement with tobacco control agencies to effect the current goal



Managing Lifestyle Risk	<ul style="list-style-type: none"> To deliver the programmes to achieve targets and goals in harm reduction from: Alcohol / Tobacco / Vaping Nutrition / Obesity / decreased Exercise Other environmental factors To encourage staff to participate in community engagements that support and deliver the healthy lifestyle choices messaging
Sunsmart	<ul style="list-style-type: none"> To ensure that numbers of schools engaged in the Sunsmart programme increases year on year To access children, teens, and young people to promote a wellbeing future To administer the SunSmart Schools Grant
Screening Partnerships	<ul style="list-style-type: none"> To engage in collaborative ventures with each DHB, Hauora, PHO or other Agency to achieve NZ screening targets
Resources	<ul style="list-style-type: none"> Access to Cancer Society vehicle for work purposes Access to Cancer Society IT systems and remote access for work purposes Professional development & training opportunities Regular performance reviews

Performance Measures	
KPIs	<p>The following KPIs are the basis of expected performance of this role</p> <ul style="list-style-type: none"> The programmes of Health Promotion are delivered to the operating plan, and are active and effective within the Centre and Division A strong and positive relationship with other Health Promoter staff and HP Issues groups Monthly on time reports to the Service Delivery Manager A positive work culture is effected, that is cooperative, supportive of staff and colleagues and staff satisfaction is consistently high



Qualifications, Experience, and Employee Attributes	
<p>Qualifications and Experience, Tautōhito Tohu</p>	<p>Qualifications:</p> <ul style="list-style-type: none"> • Tertiary Qualification relevant to Health Promotion/Health Education/Cancer Prevention • Knowledge of health promotion frameworks <p>Experience:</p> <ul style="list-style-type: none"> • At least 1 years' experience working with Health Promotion / Health Education • Previous history of working/volunteering in the Not-For-Profit Sector • Proficient in the use of Microsoft Office and data bases <p>Other:</p> <ul style="list-style-type: none"> • A current NZ full driver's licence
<p>Professional Competencies, Mātanga Mōhiotanga</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Commitment to wellness and community wellbeing • Co-operative working style • Ability to multi-task • Detail-oriented and organized • Ability to work both independently and as a member of a larger staff team • Ability to connect with diverse organizations and people <p>Desired/Additional:</p> <ul style="list-style-type: none"> • Te Reo is desirable
<p>Personal Attributes, Huanga e pa ana</p>	<ul style="list-style-type: none"> • Excellent communications, written and oral, able to coach and advise District Councils, DHB, Other providers • Able to relate positively to diverse people and ideas • Behaviour that reflects the values and position of the Cancer Society • Good time management and self-motivation, sets goals and priorities and meets timeframes • Rational and systematic approach to tasks and problem solving • Participates in Centre and Divisional activities and supports colleagues, offers help and advice, nurtures relationships • Proactively seeks to develop skills and professional development



Acceptance and Variation

From time to time, other duties, tasks, and work that are not stated in this Position Description may be required to contribute to the growth, operations, or the profile of the Division and its ability to meet the Mission of the Cancer Society, and will be required for the performance of the position.

Travel to other areas is an essential component of the role and may be monthly/fortnightly/weekly or more often as required to maintain the operations of the Division.

Position Descriptions are reviewed at least every 2 years and subject to change as the organisation grows and develops.

I have read, understood, and agree to this Position Description

Signed _____

Name _____

Date _____

End