

Position Title: **Health Promoter**

Program/Service: Primary Health Care Program

Labour Class:

Union: MAHCP

Date: Updated 2023 - from January 2019

Education/Training Required:

1. Bachelor Degree in Physical Education or Bachelor Degree in Human Nutritional Sciences, or combination of Degrees in healthcare related disciplines.
2. Certification or additional coursework in a health education related program preferred (i.e., Registered Dietitian, Canadian Physical Activity, Fitness and Lifestyle Appraisal etc.).

Position Summary:

- A. Health Promotion and Chronic Disease Management
- B. Program Development, Delivery and Evaluation.
- C. EMR – Documentation and Document Management
- D. Student support and mentorship
- E. Quality Improvement and Patient Safety
- F. Integration, Collaboration & Teamwork

Responsibilities:

- A. Health Promotion and Chronic Disease Management
 - a. To provide lifestyle assessment and counselling related to health, fitness and nutrition both on an individual and group basis out of Access NorWest and designated community locations as required.
 - b. Provides outreach home visits for health management, maintenance and follow up of clients when required.
 - c. Ensures a client centered approach to care that is culturally appropriate, safe and inclusive, and fosters open communication and partnership with the client, families and other service providers in the development of the care plan.
 - d. Advocates for the interests of individual clients and groups of clients to ensure access to comprehensive and holistic health care.
 - e. Actively seeks out interagency and community resources and partnerships to support client care needs.
 - f. To act as a resource to the community and other NorWest staff for information regarding health and lifestyle to include nutrition, stress management, fitness, weight control, exercise programs and other related topics.
 - g. To provide information about services and programs offered through NorWest.
- B. Program Development, Delivery and Evaluation
 - a. Takes a lead role in the development and implementation of innovative NorWest programs which include component of physical activity and/or nutrition.
 - b. Participates in planning, promotion and delivery of specialized collaborative health promotion / chronic disease management and screening clinics and groups out of Access NorWest and other community locations as required:

- Hans Kai, Diabetes, Mobile Diabetes and Kidney Disease Screening, Boot camps, Bright Start, etc.
- c. Supports community people in identifying health and social concerns/needs and generate appropriate processes and programs designed to meet those needs.
- d. Responsible for the development of appropriate educational promotional materials, where necessary, to support and encourage community health programs.
- e. Responsible for creating partnerships with businesses and agencies within the Inkster community to promote healthy lifestyle choices and services/programs offered through NorWest.
- f. Actively participates and/or chairs related program planning and evaluation team meetings to determine and develop as needed data collection and evaluation tools (surveys etc.,).
- g. Responsible for the ongoing monitoring and data collection of selected programs as required to meet funding requirements and standards of care.

C. EMR – Documentation and Document Management

- a. Ensures accurate and timely documentation of all client related encounters in EMR per documentation standards.
- b. Ensures up to date client record within EMR as per funding agreements and standards of care.
- c. Ensures prompt follow-up of documents and tasks in the EMR.

D. Student support and mentorship

- a. Actively supports designated students – dietitian interns and other health care professional students as required.
- b. Responsible for dietitian internship, including mentorship and evaluation as required.

E. Quality Improvement and Patient Safety

- a. Ensure client/customer centered approach to care.
- b. Participate in QI and Patient Safety initiatives.
- c. Ensure ethical conduct and practice in daily work.
- d. Ensure accurate and timely data/statistical collection and reporting.
- e. Ensure confidentiality of all client information per PHIA and PCAct.
- f. Ensure confidentiality and privacy of Staff, Volunteers and Board members per PIPEDA.
- g. Ensure use of evidence-based practice in daily work.
- h. Use respectful communication and approach with clients and staff.
- i. Actively participate in program development, research activities and evaluation as required.
- j. Responsible to prepare for and engage in supervision and participates in debriefing as required.

F. Integration, Collaboration & Teamwork

- a. Ensure daily collaborative approach and teamwork.
- b. Actively participate on designated team meetings.
- c. Actively participate on designated internal committees and projects.
- d. Support student development and mentorship as required
- e. Communicates/shares relevant information with team members in a timely and appropriate manner.

Experience Required:

- A. Experience working in the field of health promotion with ability to plan, implement and evaluate programs on health relate subjects using a health determinant framework.
- B. Experience working with clients across the lifespan from pediatric, adolescent, adult and geriatric population and diverse cultural backgrounds.
- C. Experience in providing healthy lifestyle assessments and counseling to individuals.
- D. Experience in leading and motivating people to improve their personal health through lifestyle adjustment and developing strategies to address the broader determinants of health, with a primary focus on physical activity and nutrition.
- E. Experience in using Electronic Medical Records – Accuro would be an asset.

Personal Qualifications/Characteristics Required:

- A. Strong communication and counselling skills.
- B. Strong problem-solving skills and ability to use own initiative when necessary.
- C. Sound knowledge of community resources, community development, health promotion and chronic disease management principles.
- D. Empathetic, non-judgmental approach.
- E. Ability to establish and maintain positive working relationships with all NorWest staff and clients
- F. Keeps all organizational/business information confidential.
- G. Actively seeks out learning opportunities to ensure continual competence.
- H. Accountability to individual, team, and organizational workload/deadlines.

- I. Up to date knowledge of Mission, Vision, Values, Strategic Priorities and Team Objectives.
- J. Strong skills to utilize computerized information systems, audio visual aids and other resources to promote health education programs and services.
- K. Valid Driver's License and Access to a Vehicle.
- L. Subject to Police Records Check (including vulnerable persons).

Licenses/Registrations:

Current active practicing registration with applicable college as required
(i.e., Registered Dietitian)

Approval:



Executive Director

November 2023

Date