



## POSITION DESCRIPTION

<b>POSITION (TITLE):</b>	Community Health Promotion Resource Person	<b>DIVISION:</b>	Health Promotion
<b>REPORTS TO:</b>	Manager, Healthy Families/Healthy Communities	<b>UNION AFFILIATION:</b>	Non-Union
<b>REVIEWED: Direct Supervisor</b>	Manager, Healthy Families/Healthy Communities	<b>DATE:</b> (R) if revised	November 17, 2009 (Draft)
<b>APPROVED: MOH/CEO, Director</b>	Director,	<b>DATE:</b>	
<b>AUDITED:</b>	Human Resources	<b>DATE:</b>	
<b>ORIGINAL VERSION DATE:</b>		<b>REVISION DATES:</b>	

### ***POSITION SUMMARY:***

The Healthy Promotion Resource Person is responsible for working with community groups to build on their strengths, develop their skills that promote a healthy lifestyle and help them connect with resources in the community.

### ***DUTIES AND RESPONSIBILITIES:***

1. Schedules and participates in community events.
2. Uses plans developed by public health professionals, organizes material and supplies for education and demonstration in the community.
3. Provides information (either oral or written) prepared by public health professionals to program participants on food skills, physical activity, tobacco-free living and safety and general health promotion.
4. Provides information and links participants with appropriate supports and services in the community.
5. Works with a team, which includes Health Unit staff and community partners, to arrange the logistics/details of community programs.
6. Provides and collects program evaluation material at community events.
7. Promotes the program in the community and collaborates with local agencies and services.
8. Purchases items required to carry out programs according to Health Unit purchasing policies.
9. Uses available resources to systematically evaluate the availability, acceptability, quality, efficiency, and effectiveness of program practices.
10. Attends staff meetings and participates in training opportunities.

11. Completes forms and reports as required.

### ***QUALIFICATIONS / REQUIREMENTS:***

- Ability to demonstrate food preparation skills.
- Basic knowledge of healthy eating, active living, food safety and injury prevention.
- Ability to read and write English and where needed, fluency in the language of the population being served.
- Ability to plan, organize and manage time effectively.
- Basic problem solving skills
- Able to work independently and as a part of a multi-disciplinary team.
- Demonstrate job readiness (e.g. a history of holding a job or volunteer position, or of completing a training program [preferably in a helping role]).
- Current satisfactory Criminal Reference Check
- Valid driver's license and access to vehicle.
- Maintains confidentiality regarding individual client concerns.
- Grade 12 education.

### ***OCCUPATIONAL HEALTH AND SAFETY:***

- Follows all policies and procedures to ensure personal safety and safety of others.
- Reports any equipment or safety problems to supervisor.