



**JOB DESCRIPTION – Youth Sexual Health Educator**

**Purpose of Position:**

The part-time (0.4 FTE) Youth Sexual Health Educator takes responsibility for the development, facilitation/delivery and evaluation of quality sexual health education and promotion programmes in the Eastern Bay of Plenty, with a particular focus on Youth at Risk.

<b>Reports To:</b>	<b>Youth Health Lead</b>
<b>Key Focus Areas:</b>	<ul style="list-style-type: none"> <li>• To focus on reducing unintended pregnancies and the incidence of Sexually Transmitted Infections (STI's) in the Eastern Bay of Plenty.</li> <li>• To develop and facilitate/deliver sexuality education programmes within the community setting, with particular emphasis on meeting the needs of high risk communities / youth.</li> <li>• To develop and facilitate/deliver Sexual Health Education training programmes for teachers and other educators.</li> <li>• To review, develop and provide resources and information to education, community, primary and secondary healthcare Providers to ensure relevant, current and appropriate information is accessible and available to enable communities and individuals to develop strategies to improve their health status.</li> </ul>
<b>Role Objectives:</b>	<ul style="list-style-type: none"> <li>• All services are to incorporate the principles of the Treaty of Waitangi and the Ottawa Charter and be aligned to the Eastern Bay Primary Health Alliance (EBPHA) strategic direction and annual plan and current relevant Ministry of Health initiatives.</li> <li>• Education programmes are developed and presented at appropriate levels for the client base and reflect the customs, practices and beliefs of young people and reflect a holistic model of wellbeing.</li> <li>• All education programmes are developed in consultation and collaboration with stakeholders, and are evaluated and adjusted to reflect audience and change in evidence/practice.</li> <li>• All education programmes incorporate current Ministry of Health and Ministry of Education recommendations, and meet professional standards</li> <li>• All education programmes are evaluated and modified appropriately.</li> <li>• Raise public awareness of STI's and the HIV/Aids virus and specifically focus on wellness and safer sex messages.</li> <li>• Facilitate clients' knowledge of, and access into, appropriate Primary and/or Secondary Sexual Health Services.</li> </ul>

Relationships	
<b>Internal:</b>	EBPHA Youth Health Lead EBPHA Health Promotion Coordinator Other EBPHA Staff
<b>External:</b>	School Based Health Service staff Sexual Health Clinic staff Education Providers staff in schools, Alternative Education Primary Health Providers Iwi and Maori Health Providers within the Eastern Bay of Plenty Youth workers Toi Te Ora and other Health Promotion Providers Youth training establishments work skill groups New Zealand Family Planning Association Bay of Plenty District Health Board Ministry of Health Other appropriate government agencies
Key Accountabilities and Competencies	Key Activities / Decision Areas / Achievements
<b>Professional Responsibilities</b>	<ul style="list-style-type: none"> <li>• Manages time, meets deadlines and understand limitations</li> <li>• Keep abreast of current political and international trends and issues affecting the health sector.</li> <li>• Ensure own Professional Development requirements are identified and included in performance development goals.</li> </ul>
<b>Work Activities</b>	<ul style="list-style-type: none"> <li>• Work effectively with members of the EBPHA, health care clinicians, providers, Iwi and local communities.</li> <li>• Represents EBPHA in public and advocates on behalf of communities.</li> <li>• All education programmes recognize and reflect the social and cultural background of the target population.</li> </ul>
<b>Quality Improvement</b>	<ul style="list-style-type: none"> <li>• Implement the principles of continuous quality improvement into all activities.</li> <li>• All projects/programmes are to be evidence-based, reflect local, national and international trends and meet the specific needs of population health in the region or specified locality and are be able to demonstrate population health outcomes.</li> <li>• Projects/programmes have implementation plans that outline activities, timeline, data collection specifications, reports and review processes in place at the onset of each project.</li> </ul>
<b>Communication and Relationship Management</b>	<ul style="list-style-type: none"> <li>• Communicates clearly and effectively</li> <li>• Establish, develop and maintain effective working relationships with all staff, service providers and other key stakeholders.</li> <li>• Participate in wider multidisciplinary team activities, as appropriate.</li> <li>• Participate in relevant community consultation, and information sharing opportunities, as required.</li> <li>• Undertake consultation and collaboration with relevant others with all aspects of programme development.</li> <li>• Foster co-operative relationships with local networks and community groups, relevant health professionals and local Maori and Iwi Services in order to identify and help meet the needs of the community.</li> </ul>
<b>Workplace culture and practices</b>	<ul style="list-style-type: none"> <li>• Be clear about the organisation's vision for the future and strategic objectives, and its plans to achieve them.</li> <li>• Understands own and others positions and roles in achieving team objectives.</li> <li>• Clearly articulate personal goals for your own work and the capacity to achieve them.</li> <li>• Demonstrate flexibility and adaptability to work with a diverse range of people.</li> </ul>

	<ul style="list-style-type: none"> <li>• Contribute to a workplace environment that encourages staff to do their best work and enables them to enjoy their work.</li> <li>• Practice in a culturally sensitive manner that is acceptable to all parties.</li> <li>• Understand the requirement to attend Treaty of Waitangi and cultural awareness training.</li> </ul>
<b>Confidentiality</b>	<ul style="list-style-type: none"> <li>• Maintains confidentiality with guidelines determined by EBPHA.</li> </ul>
<b>General Accountabilities &amp; Responsibilities</b>	
<b>Performance Management and Reporting</b>	<ul style="list-style-type: none"> <li>• Programme and project delivery is efficient and effect and is implemented within budgeted, legislative and institutional key performance indicators.</li> <li>• Ensure all reporting requirements are fully understood and completed in a timely manner and of a high professional standard.</li> <li>• Ensure reports simply and accurately demonstrate outcomes and required objectives.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Complies with EBPHA Workplace Health and Safety Programme Policy and relevant procedures to ensure own and others safety at all times.</li> <li>• Actively participates in maintaining a safe working environment.</li> </ul>
<b>Treaty of Waitangi</b>	<ul style="list-style-type: none"> <li>• Develop an understanding of barriers and disparities that affect Maori and undertake service activity, development and implementation in accordance with the provisions of the Treaty of Waitangi to support Maori health gain.</li> </ul>
<b>Essential Qualifications</b>	<b>Key Activities / Decision Areas / Achievements</b>
<b>Academic Qualifications</b>	<ul style="list-style-type: none"> <li>• A tertiary qualification in teaching or nursing.</li> </ul>
<b>Experience, Skills &amp; Attributes</b>	<ul style="list-style-type: none"> <li>• At least two years' experience working in education, health, health promotion, or community health sectors.</li> <li>• Current clean driver's license</li> <li>• Passion for working in the areas of youth health, and sexual and reproductive health.</li> <li>• Project and programme planning, development and evaluation skills.</li> <li>• Strong organisational skills and capable of appropriately balancing various stakeholder needs.</li> <li>• Understanding of Treaty of Waitangi partnership principles in health sector environment and how to apply them.</li> <li>• Basic knowledge of tikanga/kawa as a minimum, and the ability to engage with and successfully work with Maori.</li> <li>• Ability to work collaboratively as a productive member of a multi-disciplinary team that supports each other to achieve challenging goals and objectives</li> <li>• Demonstrated commitment to service development and the ability to develop innovative strategies to improve service delivery.</li> </ul>
<b>Interpersonal skills</b>	<ul style="list-style-type: none"> <li>• Demonstrated honesty and integrity</li> <li>• Excellent skills in: <ul style="list-style-type: none"> <li>- verbal, written and interpersonal communications</li> <li>- negotiation</li> <li>- problem solving and strategic thinking</li> <li>- time management</li> <li>- office technologies</li> </ul> </li> <li>• Personable and friendly, relates well to most people.</li> <li>• Ability to work both autonomously and within a team</li> <li>• Self-motivation</li> <li>• Ability to cope with change</li> <li>• Youth advocacy</li> <li>• Confidence and ability to work with people from diverse cultural and social backgrounds.</li> </ul>

	<ul style="list-style-type: none"> <li>• Confidence and ability to establish an effective level of rapport with people within a short period of time.</li> <li>• Effectively communicates in situations requiring tact and diplomacy.</li> </ul>
<b>Desirable Qualifications</b>	<b>Key Activities / Decision Areas / Achievements</b>
<b>Academic Qualifications</b>	<ul style="list-style-type: none"> <li>• Post-graduate qualification in education or health related field.</li> </ul>
<b>Experience, Skills &amp; Attributes</b>	<ul style="list-style-type: none"> <li>• Experience working with youth at risk.</li> </ul>