



**Project Officer, Falls Prevention Programs**  
**Contract with possibility of extension (3-month probation) to June 2014**  
**Fulltime. Starting Salary \$60,330 plus 9% Superannuation**  
**Location – City West Lotteries House, 2 Delhi Street, West Perth WA.**

The Injury Control Council of WA (ICCWA) is the peak not-for-profit organisation involved in injury prevention and community safety promotion in Western Australia. ICCWA is an Equal Employment Opportunity organisation.

We are looking for a highly motivated and enthusiastic project officer to join our dynamic falls prevention team. This role provides support to the Stay On Your Feet WA<sup>®</sup> (SOYFWA<sup>®</sup>) program with a particular focus on providing education and support to health professionals. A key part of this role involves the coordination of the SOYFWA<sup>®</sup> Falls Resource Information Centre including the development of resources.

**DUTIES AND KEY RESPONSIBILITIES**

1. Provide a single point of access through the SOYFWA<sup>®</sup> Falls Resource Information Centre (The Centre) for information and tools on falls prevention.
2. Develop and deliver health professional education and training.
3. Review, develop and evaluate health professional and community resources as required.
4. Collate and produce the Stay On Your Feet WA<sup>®</sup> e-Bulletin for health professionals.
5. Engage with residential aged care to develop a train the trainer falls prevention package, with assistance from the falls specialist program.
6. Develop and maintain relationships with health professionals to promote and support evidence based falls prevention.
7. Assist with promotion of 'The Centre' as a single point of contact through all forms of Stay On Your Feet WA<sup>®</sup> print media and presentations.
8. Provide assistance to the Manager, Falls Prevention Programs as required.
9. Maintain accurate and appropriate records of all work undertaken for reporting purposes.
10. Submit regular reports to the Manager as required and assist with contracted reporting requirements.
11. Other duties as required.

## **ESSENTIAL CRITERIA**

1. Tertiary qualifications or significant experience in Education, Health Promotion, Health Science, Community Development or closely related discipline.
2. Demonstrated experience in the development and evaluation of resources for health professionals and the community.
3. Excellent facilitation skills, in particular the provision of group based training.
4. Effective verbal and written communication skills.
5. High level of motivation and ability to work in a busy environment.
6. Excellent time management and organisational skills.
7. Ability to work collaboratively with a broad range of people from diverse backgrounds including older people, health professionals, the business community and all levels of government.

## **DESIRABLE CRITERIA**

1. Certificate IV Training and Assessment.
2. Experience in working with regional organisations.
3. An understanding of falls prevention evidence-based strategies.

You will be required to use your own vehicle (expenses will be reimbursed).

## **Applicant Instructions**

Applicants **must** submit a statement addressing all selection criteria using previous experience as examples of how you can meet the criteria (you are encouraged to use the STAR model or similar). Applicants should also attach a **brief** resume detailing work history and list the names and contact details of two relevant referees.

**APPLICATIONS WHICH DO NOT MEET THESE CRITERIA WILL NOT BE CONSIDERED.**

Please send your application addressing the selection criteria to:  
Michelle Taylor, Business Services Manager, Injury Control Council of WA, City West Lotteries House, 2 Delhi Street, West Perth 6005 or email [jobs@iccwa.org.au](mailto:jobs@iccwa.org.au).

**Applications close 5pm Tuesday 26<sup>th</sup> February 2013.**