

Job Description

Position Title:	Health Promoter
Reports to:	National Health Promotion Manager
Functional Relationships:	Internal <ul style="list-style-type: none">• National Health Promotion Manager• Other health promotion staff and volunteers• National Māori Health Advisor• Regional General Manager Midland• National Fundraising and Marketing Manager• Community Stroke Advisors• Marketing and Communications Team External <ul style="list-style-type: none">• Members of public• Venue/site managers• Workplace managers and health care staff• Health providers
Location:	Stroke Foundation National Office Thorndon Rise, Level 1/95 Molesworth Street, Thorndon, Wellington
Position Type:	Full-time permanent (70 hours per fortnight including travel. Van activities may occur on any day of the week including weekends and public holidays)

Organisation overview

The Stroke Foundation of New Zealand (SFNZ) is dedicated to reducing the incidence of stroke, improving treatment outcomes, and supporting those affected by stroke. The Foundation is a not-for-profit organisation that delivers activities aimed at creating enabling conditions for healthy lifestyles and stroke prevention.

The Stroke Foundation is governed by a [Board of Directors](#). It has a National Office based in Wellington and three regional offices in Auckland (Northern Region), Tauranga (Midland Region) and Christchurch (Southern Region).

Our mission is to prevent stroke, improve outcomes and save lives.

Our 2019-2024 strategic plan has the following four strategic pathways:

1. Advocacy
2. Growing our profile

3. Cultural responsiveness
4. Technology enabled

The service will operate three days a week in the community. It will be Wellington based, however staff will spend around 75 nights throughout the year servicing other areas of the lower North Island.

The service aims to increase the Stroke Foundations capacity to:

1. Raise awareness and educate people on the links between high blood pressure, atrial fibrillation and stroke
2. Offer free checks to a greater number of New Zealanders across the entire country
3. Encourage New Zealanders to take their health seriously and get checked regularly
4. Inspire New Zealanders to avoid stroke by living healthier lives
5. Collect and disseminate statistics around high blood pressure and atrial fibrillation
6. Reduce the number of New Zealanders suffering stroke.

Job Purpose

This role has the following responsibilities:

Van coordination:

- Managing the vans ongoing maintenance and repair, its storage and overnight parking.
- Ensuring efficient use of the vehicle – including organising for its use at key events and between events
- Identify key events and locations for attendance.
- Working with the communications staff to promote the van and testing sites.
- Liaising with key stakeholders to identify opportunities and secure sites, particularly those which will boost engagement of Māori, Pacific, Asian and low income groups in the van.
- Ensuring timeline project reports are prepared and delivered funders.

Van operation:

- Overseeing the day-to-day operation of the van, functioning of equipment, daily set up, site visits, supply of resources, blood pressure checks, pulse checks and record keeping.
- Organising the staffing (paid and volunteers) available each day to manage the flow of people having their blood pressure and pulse checked. Allowing for staff breaks and start and finish times. One staff member must always be present in the van when open for checks.
- Liaising with SFNZ Regional General Managers and site contacts (E.g., supermarket or workplace managers, health providers with community links).

- Training other staff and volunteers on using the Automatic Blood Pressure Monitors and the Alivecor Kardia device.
- Ensuring the van is kept clean, tidy and stored overnight in a secure place.
- Supervising blood pressure and pulse checks using the equipment provided, providing users with advice based on van guidelines e.g., GP follow up, lifestyle advice.
- Maintaining check records on a secure medium and uploading them to SFNZ as required.
- Promoting the Stroke Foundation's work including other health promotion campaigns, the Community Stroke Advisor Service and ways to donate as appropriate.
- Helping people on and off the van as necessary.
- Assisting with driving the van as required in each location according to the van's schedule, allowing adequate time to travel between locations.
- Restocking van resources.
- Being responsible for keeping all receipts for meals and any other costs.
- Maintaining the reputation of the Stroke Foundation by always acting in a professional, and polite manner with members of the public.
- Undertaking other tasks related to the operation of the project as required.

Person Specifications

This role is well suited to a person who can demonstrate:

- Experience in delivering health information to individuals to minimise health risks. The role would suit someone with a health promotion, nursing or allied health background.
- The ability to take blood pressures with a stethoscope and sphygmomanometer.
- Commitment to the Stroke Foundation's mission to reduce the incidence of stroke.
- Ability to quickly engage and communicate effectively with new people.
- Excellent time management skills and ability to adhere to a schedule.
- Good organisation and problem-solving skills.
- Ability to work closely with other team members in a friendly and collaborative manner.
- Flexibility to work weekends and away from home.
- Minimum of Class 1 Full Driving license.
- Competent, safe and confident driver for a larger vehicle. Van is 2.4 metres wide by 6 metres in length.
- Clean driving license – Has not had license suspended or cancelled or been refused vehicle insurance. Low record of significant traffic convictions.
- Confident using technology.

- Must be a New Zealand citizen or be entitled to work in New Zealand.
- Knowledge of stroke and prevention strategies to minimise risk of a stroke including the role high blood pressure and atrial fibrillation plays.
- Knowledge of blood pressure checking and the lifestyle factors which can cause high blood pressure or reduce it.
- An ability to contribute positively to company culture.