Position Description

Tackling Indigenous Smoking Officer

Part time or Full time negotiable
Contract to 30 June 2019 with possibility of extension
Office – Goulburn or Queanbeyan negotiable

This position is Aboriginal Identified under Section 50 (d) of the Equal Opportunity Act.

Purpose of position

- The Tackling Indigenous Smoking (TIS) activity's primary focus is on tobacco use outcomes. The activity will deliver a population and preventative health approach directed to all Aboriginal and Torres Strait Islander people in our region, irrespective of what health provider the individual uses.
- The TIS Officer will work within the Aboriginal Health team and contribute to promoting, undertaking, and supporting a range of programs, activities and workshops regarding strategies to address quitting smoking; and contribute to the development and provision of community education and engagement regarding the effects of tobacco and supporting healthy living.
- The position will involve a high level of engagement and collaboration with key stakeholders including consumers and their families and carers, GPH employees, consortium partners, General Practitioners, Local Health District staff, Dept. of Education staff and other government and non-government organisations.

Decision Making

The TIS Officer reports to the TIS Coordinator and:

- Consults with the TIS Coordinator in undertaking responsibilities and makes recommendations to achieve the goals and plans of the organisation.
- Identifies areas for improvement in relation to their role, and makes recommendations to the Coordinator regarding decisions outside delegated authority.

Key Responsibilities

- Provide information to individuals, families and other groups, increasing the awareness of the dangers of tobacco to improve their lifestyle, to reduce the burden of chronic disease
- Facilitate, conduct and evaluate community events and groups that promote physical activity, healthy eating and non-smoking and other local health promotion activities
- Assist in the delivery of regional smoking prevention and promote cessation social marketing campaigns and events
- Work closely with the Tackling Indigenous Smoking Coordinator to effectively deliver programs and identify areas for improvement
- Support, promote and refer people for the uptake of Aboriginal Health Checks, and other health programs as appropriate
- Deliver group smoking cessation and support programs, appropriate to the worker’s qualification level, to Aboriginal and/or Torres Strait Islander people
- Respond in a timely manner to phone calls from the general public and health professionals seeking tobacco cessation information and provide advice as relevant to their call
- Undertake induction and other training specifically provided for the program and the broader Closing the Gap National Partnership Agreement
- Collect and report on data to assist in the evaluation of the outcomes of programs
- Promote and support smoke-free strategies in the workplace and exemplify non-smoking and quit smoking behaviours
- Identify, collaborate and communicate with key stakeholders to ensure that consumers and their families and carers have access to resources and services that best meet their needs.
- Adhere to and comply with legislation and relevant regulatory codes and guidelines
- Undertake administrative duties as required in accordance with program and organisational guidelines
- Travel to other regions including overnight stays as required to ensure that program objectives are met
- Attend presentations facilitated by National Best Practice Unit (NBPU) showcasing activities from other regions.
- Contribute to developing a culturally safe workplace for Aboriginal employees and clients
- Participate in organisation-wide, site based and team meetings, collaborative planning activities and other meetings or activities relevant to position
- Contribute to the continuous improvement of systems and processes ensuring services meet professional and industry standards
- Work Health and Safety responsibilities as identified in organisational policies and procedures
- Equity and diversity responsibilities as identified in organisational policies and procedures
- Other duties as required.

**Selection Criteria**
The essential experience, knowledge, skills, competencies and qualifications a person requires in order to successfully fulfil the responsibilities of the position are:

1. Comprehensive understanding of the local community and social determinants of health
2. Demonstrated ability to work with and understand the needs of Aboriginal communities
3. Sound interpersonal and communication skills, including the ability to develop meaningful relationships whilst respecting traditional culture and values
4. Demonstrated ability to take direction, determine priorities and manage workloads in order to meet agreed timelines and objectives
5. Well-developed skills and knowledge of Microsoft Office including Word, Excel, PowerPoint, and Outlook
6. Cert IV or Cert III in Aboriginal Health Work, or qualifications in Health Promotion, Community Worker or similar, or willingness to undertake training in this area
7. Current unrestricted drivers licence and willingness to travel as part of this role.

**Child Protection**
This position is designated as child-related employment. Child-related employment means any employment, where at least one of the responsibilities of the position involves direct contact with children where that contact is not directly supervised. The Child Protection (Working With Children) Act 2012 and the Child Protection (Working With Children) Regulation 2013 makes it an offence for a person convicted of a serious sex offence (a Prohibited Person) or a Registrable Person under the Child Protection (Offenders Registration) Act 2000, to apply for, undertake or remain in child-related employment. To apply for, undertake and remain in this position you are required to hold a current working with children check. For more information go to [http://www.kids.nsw.gov.au/Working-with-children/New-Working-with-Children-Check](http://www.kids.nsw.gov.au/Working-with-children/New-Working-with-Children-Check).
Additional Information

Conditions of employment:
- National Employment Standards
- Employment Contract
- GPH policies and procedures
- National Police Check

As the incumbent of this position, I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee Name: _______________________________
Employee Signature _______________________________ Date: ________________

Manager’s Name: _______________________________
Manager’s Signature _______________________________ Date: ________________