



Position Description

Tackling Indigenous Smoking Officer

Position Title	Tackling Indigenous Smoking Officer
Location	Gympie; travel may be required across NCACCH service region/s
Employment Status	Full-Time; 36 hours p/w
Position Report To	Preventative Health Manager
Position Responsible for	Nil
Remuneration	Dependent on qualifications & experience Salary sacrifice entitlement available Employer contribution to superannuation (12.75%)
Application Opening Date	12 October 2021
Application Closing Date	25 October 2021

NCACCH Background Statement

North Coast Aboriginal Corporation for Community Health (NCACCH) is a not for profit, community-controlled health corporation and is funded by the Australian Government's Department of Health (DoH), Central Queensland, Wide Bay & Sunshine Coast PHN and the Queensland Government Department of Health.

NCACCH is an innovative leader in Aboriginal and Torres Strait Islander healthcare, providing a range of services and programs through its hybrid Brokerage and Aboriginal Medical Service model for health service delivery. NCACCH maintains contracts with over 800 primary and allied health professionals across the region.

With the purpose of providing a holistic and comprehensive primary health care service, NCACCH seeks to improve health and social outcomes to our community through:

- Provision of access to a full regional network of health care professionals
- Encouraging choice for Aboriginal and Torres Strait Islander community members and their families. And through exercising this choice, building cultural sensitivity and inclusiveness across the community while simultaneously promoting market competition between health care service providers; and
- Utilising its Aboriginal Medical Service and partnerships with primary healthcare and other specialised services, as a proactive strategy in delivering community wide "Closing the Gap" health status improvement initiatives

Our Vision: To 'close the gap' in the health status of Aboriginal and/or Torres Strait Islander people through a holistic approach to patient health and wellbeing.

Purpose of the Position

The Tackling Indigenous Smoking Officer provides a population and preventative health approach on effective tobacco use outcomes across the Aboriginal and Torres Strait Islander community. This role will focus on the living in the Sunshine Coast and Gympie regions.

The NCACCH Tackling Indigenous Smoking Officer operates with the highest level of integrity, accountability and professionalism in accordance with NCACCHs values and Code of Conduct. In addition, they work towards ensuring the efficiency and effectiveness of the organisation service delivery, and support continuous improvement through encouraging innovation and best practice, within NCACCHs current quality management systems.

Selection Criteria

Essential:

- Strong connections to Aboriginal and Torres Strait Islander communities and stakeholders across the Gympie and/or Sunshine Coast region
- Demonstrated ability to communicate, engage and actively contribute within a team environment
- Demonstrated ability to work with and understand the needs of Aboriginal and Torres Strait Islander communities
- Sound computer skills, web-based programs and applications including Microsoft Office Suite and aptitude to learn other relevant software systems
- Strong administrative skills, including the ability to prioritise competing work priorities, maintain accurate and legible records and meet targets and performance outcomes
- Strong interpersonal and communication skills with a focus on client outcomes; including the ability to develop meaningful relationships whilst respecting traditional culture and values
- Demonstrated written and verbal communication skills with the ability to liaise with clients, internal and external stakeholders
- Ability to problem solve and utilise resourceful thinking to solve day to day challenges
- Ability to work autonomously and display initiative, self-motivation and time management

Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply

Desirable:

- Minimum Cert III in Aboriginal Health Work, or qualifications in Health Promotion
- Demonstrated experience in project management
- Knowledge of local, state and national health policies, resources and organisations
- Sound knowledge of Aboriginal culture, health issues, and health disparities between Aboriginal and non-Indigenous population across South East Queensland

Mandatory Qualifications/ Professional Registrations and Licences

- Current C Class Drivers Licence (QLD)
- Current Suitability 'Blue Card' for working with children and young people
- First Aid Certificate
- Satisfactory Police Check – no Serious/Criminal/Court Record (if requested)

- Work out of normal hours of duty, including some week-ends, will be required
- Travel across the region will be required

Duty Statement

Position Title	Tackling Indigenous Smoking Officer
Reviewed	12 October 2021
Supervision	Preventative Health Manager

Summary of Duties

In accordance with the relevant policies of NCACCH, the procedures developed under these policies, program guidelines and subject to directions of the Preventative Health Manager, the Tackling Indigenous Smoking Officer will provide high quality services including population, preventative health, brief interventions and referral pathways with the aim of improving the health and wellbeing of Aboriginal and Torres Strait Islander people.

In co-operation with and subject to direction of the Preventative Health Manager the Tackling Indigenous Smoking Officer shall carry out the following duties:

- Implement local cultural appropriate population health promotion activities e.g. community forums, pop-up stalls, supporting creation of smoke-free homes and workplaces, sharing information about smoking cessation, to increase community understanding of the dangers of smoking, benefits of cessation and benefits of smoke-free environments;
- Assist the Tackling Indigenous Smoking Coordinator in the delivery of the “No Durri for this Murri®” regional smoking prevention and cessation program inclusive of social media and marketing campaigns and events;
- Deliver smoking cessation and support programs, appropriate to the worker’s qualification level, to Aboriginal and Torres Strait Islander people, and refer to other NCACCH and brokerage programs as appropriate;
- Identify and recruit local schools in the Sunshine Coast and Gympie regions to deliver the Djum Baal Challenge;
- Under the coordination of the Tackling Indigenous Smoking Coordinator, work in partnership with a network of stakeholders in the region, with Quitline and the National Best Practice Unit as appropriate, and with the broader Tackling Indigenous Smoking network;
- Undertake induction and other training specifically provided for the National Tackling Indigenous Smoking teams to meet the Tackling Indigenous Smoking measures;
- Participate in appropriate training programs and networking opportunities, including national conferences, workshops and seminars including those provided by National Best Practice Unit;
- Collect data to assist in the national evaluation of Tackling Indigenous Smoking being conducted by Cultural & Indigenous Research Centre Australia (CIRCA) and Australian National University (ANU);
- Promote and support smoke free workplace strategies in NCACCH and stakeholder organisations;
- Provide verbal and written programs reports and activities data, as appropriate, across all areas of responsibility;
- Exemplify non-smoking and quit smoking behaviours;

- Other duties relevant to NCACCH as directed by the Tackling Indigenous Smoking Coordinator, Program Manager – Preventative Health, Chief Executive Officer or General Manager
- Support patients and families with information, resources and advice in response to specific requests and/or identified need
- Working closely with the Preventative and Chronic Disease Management Team to identify opportunities for individual, family and community education to build knowledge about wellbeing including healthy life choices, risk factors, chronic conditions, breadth and availability of health care and related services

Other duties consistent with the position where required and/or requested by your Manager. NCACCH can direct you to carry out duties which it considers are within your level of skill, competence and training at any time.