

POSITION DESCRIPTION

Position Title	Project Officer – Tackling Indigenous Smoking Program
Reporting To	Coordinator - Tackling Indigenous Smoking Program

PURPOSE OF THE POSITION

The Tackling Indigenous Smoking (TIS) Project Officer will be required to work as part of a responsive and dedicated Social Health team and will assist the TIS Regional Coordinator to deliver the Regional Tackling Indigenous Smoking Program aimed at reducing tobacco smoking rates among Aboriginal communities.

The TIS Project Officer will work within the Regional TIS project team and assist the TIS Coordinator to develop, implement and evaluate evidence-based activities, which promote prevention, smoking cessation and community development across the Shoalhaven, Eurobodalla and Bega Valley regions in partnership with other organisations.

KEY RESPONSIBILITIES & DUTIES

Working under the guidance of the Regional Tobacco Coordinator, the TIS Project Officer will:

- Primarily focus on the development, implementation and evaluation of programs and information that encourages and promotes smoking prevention, cessation and awareness of the harms of smoking.
- Effectively work as part of a project team to deliver the Regional TIS program. This includes working closely with the TIS Coordinator, Project officers, and Smoking Cessation workers.
- Collaborate with relevant staff and organisations working in areas of smoking cessation, substance use, Social and Emotional Wellbeing as key referral networks.
- Develop networks in local Aboriginal communities to build community support for health promotion activities and ensure activities are tailored to the needs of Aboriginal people and communities.
- Organise health promotion and community events to support anti-smoking and social marketing prevention campaigns.
- Assist the TIS Program Coordinator to collaborate with the National Best Practice Unit, other TIS Programs and relevant bodies to ensure best practice and quality standards of service delivery are developed and maintained and align with national approaches.
- Undertake induction, ongoing professional development and training relevant to the program and the position; including participating in networking opportunities, conferences, workshops and seminars;
- Collect and report data to assist in the evaluation of the TIS program.
- Exemplify non-smoking and quit smoking behaviours; and
- Perform other duties as agreed between the SCMSAC and the Commonwealth Department of Health as outlined in the program action plan.
- Demonstrate ability to assist in the delivery of the Regional TIS program and activities.

KEY PERFORMANCE AREAS

- Effective delivery of the TIS program and activities are in line with program activity work plan.
- Team work; follow service goals, directions and direction of management.
- Records and reports completed accurately and to deadlines.
- Demonstrate a commitment to supervision and professional development.
- Ensure compliance with all regulatory reporting processes
- Completion of Employee Development Agreement and Review.

KEY COMPETENCIES

Qualifications, Knowledge and Experience

Essential

- Aboriginality*
- A sound knowledge of Aboriginal/ Torres Strait Islander communities and relevant organisations within Shoalhaven, Eurobodalla and Bega Valley regions and a demonstrated understanding of health, and social emotional wellbeing needs of Aboriginal and Torres Strait Islander people.
- Demonstrated experience in project work or management, including planning and the ability to develop, implement and evaluate health related programs and community development strategies.
- Computer proficiency and the ability to use basic computer programs, including the capacity to write reports, collect statistical data, develop presentations, social marketing and promotional materials.
- Knowledge and understanding of the harms associated with tobacco smoking and awareness of current prevention and cessation programs.
- Ability to facilitate meetings, programs and activities.
- Knowledge and commitment to principles and practices of Workplace Health & Safety and Equal Employment Opportunity and how they apply in the workplace.
- Current NSW Driver's License and willingness to travel overnight in regional and interstate areas if required.

Desirable

- Demonstrated experience in the delivering health related programs and services to Aboriginal people and communities.
- Relevant qualifications in health related fields such as Alcohol and other drug work, mental health and or social emotional wellbeing.
- Ability to deliver appropriate training and educational programs to achieve reduction of tobacco usage amongst Aboriginal and Torres Strait Islander health professionals.

PERSONAL QUALITIES AND ATTRIBUTES

- High level of organisational ability and the ability to manage time effectively and efficiently, including establishing priorities and meeting deadlines.

- High level of interpersonal skills, ability to communicate effectively and handle sensitive and confidential client information.
- Personal drive and a strong community focus
- High-level attention to detail.

PRACTICAL REQUIREMENTS

In most regions a current driver's licence and willingness to drive is essential. Some work out of normal hours of duty may be required. Depending on the nature of the region, some travel on light aircraft may be required. Inter-state travel including overnight absences may also be required.

RELATIONSHIPS

With	Purpose
SCMSAC CEO	The CEO may make day-to-day requests for support and information from the Tackling Indigenous Smoking Project Officer relating to the Tackling Indigenous Smoking Program.
SCMSAC Coordinator, Tackling Indigenous Smoking Program	The Coordinator is the first point of contact for the overall direction of work and will provide support to the Tackling Indigenous Smoking Project Officer.
SCMSAC Senior Managers, Supervisors and Employees	The Tackling Indigenous Smoking Project Officer will interact closely with Employees, Supervisors and other Senior Managers to develop and maintain effective working relationships, collaborate on matters, exchange information and provide advice and feedback.
Clients and External Stakeholders	The Tackling Indigenous Smoking Project Officer will develop and maintain strong links with external stakeholders, community organisations and other agencies in the local area including Aboriginal communities within the South Coast and Far South Coast regions.

EMPLOYEE'S ACKNOWLEDGEMENT AND ACCEPTANCE OF POSITION DESCRIPTION

I have read and confirm my understanding of the above position description that will apply to my employment with South Coast Medical Service Aboriginal Corporation.

Employee signature

Date

Signed and approved on behalf of SCMSAC

Date

Aboriginality - Aboriginality is a genuine occupational requirement and racial discrimination is a prohibition as outlined under Section 8(1) of the Racial Discrimination Act 1975.