



## POSITION DESCRIPTION

Position Title	Project Coordinator-Tackling Indigenous Smoking and Health Programs
Reporting To	Health Manager-Health and Wellbeing

### PURPOSE OF THE POSITION

The Tackling Indigenous Smoking (TIS) initiative is to contribute to the gap in Indigenous health outcomes by reducing tobacco smoking as the most significant risk factor for chronic disease among Aboriginal and Torres Strait islander people. The activity will deliver a population and preventative health approach directed to all Aboriginal and Torres Strait Islander people in the Shoalhaven, Eurobodalla and Bega Valley Regions, and is to be undertaken in collaboration with, and to compliment other health outcome related activities.

The TIS and Health Coordinator will work within a multi-faceted Health and Wellbeing team, reporting to the Health Manager. The TIS coordinator will lead a small team of TIS/health Project Officers to promote, undertake, and support a range of programs, activities and workshops regarding strategies to address impacts of chronic disease; 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 coordination, engagement and collaboration with key stakeholders including community, SCMSAC staff, project and community partners, health professionals, National Best Practice Unit, Dept. of Education staff and other government and non-government organisations.

*(This Position Description will be updated to new format and incorporating clear KPI's within 3 months of taking up the role)*

### KEY RESPONSIBILITIES & DUTIES

- Lead and coordinate activities in accordance with funding guidelines and organisational policies and procedures
- Coordinate the development and maintenance of networks in local Aboriginal communities to build community capacity related to project initiatives and positive health outcomes
- Coordination, planning and delivery of TIS Activity Workplan and activities relevant to chronic disease health promotion within the
- Provide support, leadership and management to the TIS team to function as an effective team including clearly defining roles and responsibilities, open communication processes and ongoing performance monitoring
- liaise and actively engage with the National Best Practice Unit (NBPU) to collect and report data to assist in the evaluation of the outcomes of the program
- Identify priorities of the local communities and tailor marketing materials to these whilst aligning with national approaches
- Coordinate and support in the provision of information to individuals, families and other groups, increasing the awareness of the dangers of tobacco to improve their lifestyle, and decrease the burden of chronic diseases.

- Promote and support smoke-free strategies in the workplace and exemplify non-smoking and quit smoking behaviours
- Participate in appropriate training programs and networking opportunities including national conferences, workshops and seminars
- Undertake administrative duties as required in accordance with program and organisational guidelines
- Participate in organisation-wide, site based and team meetings, collaborative planning activities and other meetings or activities relevant to position
- Contribute to the continuous quality improvement of systems and processes ensuring services meet professional and industry standards
- Identify, implement and evaluate harm reduction models and strategies that support Aboriginal communities to reduce smoking rates.
- Coordination of community, local and regional forums/events that engage community members in smoking cessation and harm reduction activities
- Assist the development of community resources, education and health promotion programs that provide meaningful, culturally relevant information and messages to support smoking cessation and chronic disease
- Prepare and submit all reports required to comply with the funding agreement within contractual timeframes.
- Comply with all SCMSAC Policies and Procedures
- Other duties as reasonably directed by the CEO, Senior Manager or Supervisor

## **KEY PERFORMANCE AREAS**

- Completion of staff supervision and performance reviews within required timeframes
- 100% compliance and completion of activities outlined in related Program Activity/Action Plans
- Compliance with required standards for reporting and record keeping obligations
- Compliance with all required stakeholder communication and engagement, with required documentation.
- Attendance and participation at all required program and organisational training and other professional development requirements

## **KEY COMPETENCIES**

### **Qualifications, Knowledge and Experience**

#### **Essential**

- Relevant tertiary qualifications and /or equivalent experience in Health related field and/OR Project Management
- Previous experience in developing and maintaining effective networks and relationships, in particular with Aboriginal communities whilst respecting cultures and values

- Demonstrated understanding of the effects of tobacco use, chronic disease and the health impacts of Aboriginal and Torres Strait Islander people
- Demonstrated resource management experience and the ability to provide leadership and manage a team effectively
- Experience in project management, planning, coordination and implementation to meet agreed timelines and objectives, including preparing reports
- Highly developed written and verbal communication skills, with the ability to liaise, consult and negotiate positive program outcomes in collaboration with both internal and external stakeholders.
- Ability to work autonomously and display initiative, self-motivation, and excellent time management capabilities
- Sound competency in using both PC and web-based programs and applications, including Microsoft Office and data management systems
- Current Working with Children Check, Working with Vulnerable People Registration and National Police History Check
- Current NSW drivers licence and willingness to travel

## Desirable

- Aboriginality\*.

## PERSONAL QUALITIES AND ATTRIBUTES

- Innovative and strategic thinking
- Solutions driven
- Honesty and Integrity
- Self-motivated
- Respectful
- Cultural safety
- Integrity
- Accountability
- Community focus

## RELATIONSHIPS

With	Purpose
SCMSAC CEO	The CEO may make day to day requests for support and information from the Project Coordinator-Tackling Indigenous Smoking and Health Programs
Executive Officer, Health & Wellbeing	The Project Coordinator-Tackling Indigenous Smoking and Health Programs may receive guidance and direction from the Executive Officer, Health & Wellbeing.
Health Manager	The Health Manager is the first point of contact for the overall direction of work and will provide support and supervision to the Project Coordinator-Tackling Indigenous Smoking and Health Programs
SCMSAC Managers, Supervisors and Employees	The Project Coordinator-Tackling Indigenous Smoking and Health Programs will interact closely with employees, team leaders and managers to develop and maintain effective working relationships, collaborate on matters, exchange information and provide advice and feedback.
<External Stakeholders>	The Project Coordinator-Tackling Indigenous Smoking and Health Programs will provide relevant contacts for clients and external stakeholders of the service. The Team Leader will also develop and maintain strong connections with external stakeholders such as Funding Bodies, NBPU and other community organisations

## FINANCIAL DELEGATION

This role may encompass a Financial Delegation, being the authority to approve expenditures or enter into financial commitments on behalf of SCMSAC. It is a responsibility of this role to operate within

SCMSAC policy, delegations and guidelines when approving expenditures and entering into financial commitments. For more information see GUI-GOV-00-Delegation of Authority-007.docx which can be found on SharePoint.

### **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.*