



## POSITION DESCRIPTION

Position Title	Project Officer-TIS and Health Programs
Reporting To	Project Coordinator- TIS and Health Programs

### PURPOSE OF THE POSITION

The Project Officer will be required to work as part of a responsive and dedicated Health & Wellbeing team and will assist the Project Coordinator to deliver the activities aimed at reducing tobacco smoking rates and improving health outcomes among Aboriginal communities.

The Project Officer will work within a multifaceted team to develop, implement and evaluate evidence based activities that relates to health promotion initiatives on chronic disease awareness and smoking cessation services/treatments available across the Shoalhaven, Eurobodalla and Bega Valley regions in partnership with other organisations.

(This Position Description will be updated to incorporate clear KPI's within the 2 months of the position holder taking up the role)

### KEY RESPONSIBILITIES & DUTIES

- 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 including chronic disease
- Collaborate with relevant staff and organisations working in areas of smoking cessation, substance use, Social and Emotional Wellbeing and chronic disease health care 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.
- 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.
- Develop, plan, deliver and evaluate health promotion and community events to support anti-smoking and chronic disease, including social marketing prevention campaigns
- Promote awareness of healthy lifestyle choices and better health outcomes to Aboriginal Communities
- Assist the Coordinator and other team members 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;
- Develop, conduct and evaluate community surveys relating to smoking and the affects of

- Collect, collate and report data to assist in the evaluation of the program
- Facilitate education session to communities, schools and other stakeholders
- Develop plan and facilitate smoking cessation and healthy lifestyle groups
- 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.

The TIS Project Officer, will be required to demonstrate:

- Ability to assist in the delivery of the Regional TIS program and activities.
- 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
- Continual attention to detail in composing, typing and developing materials,
- Ability to facilitate meetings, programs and activities.

## KEY PERFORMANCE AREAS

- Organisational planning
- Professional relationships
- Project delivery
- Workplace environment
- Self-development

## 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 the ability to plan, develop, implement and evaluate health related programs and community development strategies.

- Demonstrated computer proficiency, with a high understanding of and ability to use Microsoft Applications and client management systems, including the capacity to write reports, collect statistical data, and develop presentations, social marketing and promotional materials.
- Excellent interpersonal, written and oral communication skills and the ability to identify priorities and meet mutually agreed deadlines, schedule and time commitments to complete tasks as required, utilising technical and personal skills Sound knowledge and understanding of the harms associated with tobacco use and awareness of current prevention and cessation programs.
- Knowledge and commitment to principles and practices of Workplace Health & Safety and Equal Employment Opportunity and how they apply in the workplace.
- Clear Working with Children Check, Working with Vulnerable People Registration and National Police History Check
- Current NSW Driver's License and willingness to travel overnight in regional and interstate areas if required.

## DESIRABLE

- Certificate IV or higher in Project Management or health related fields such as Aboriginal Health Worker and Community Services

## PERSONAL QUALITIES AND ATTRIBUTES

- Courteous, with high level of professionalism, confidentiality and discretion
- Effective conflict resolution skills, negotiation, mediation and decision making skills
- Demonstrates flexibility and initiative in the workplace in response to changing service requirements

## RELATIONSHIPS

With	Purpose
SCMSAC CEO	The CEO may make day to day requests for support and information from TIS Project Officer relating to the TIS and health Program.
SCMSAC Executive Officer and Program Manager - Health and Wellbeing	The Project Officer may receive guidance and direction from the Health Manager and Executive Officer-Health and Wellbeing
Project Coordinator, TIS and Health Programs	The Coordinator is the first point of contact for the overall direction of work and will provide day to day support and supervision to the Project Officer.
SCMSAC Managers, Team Leaders and Employees	The Project Officer will also develop and maintain effective working relationships with Managers, Team Leaders and Employees to collaborate on matters, exchange information and provide advice and feedback.
External Stakeholders	The TIS 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 Shoalhaven, Eurobodalla and Bega Valley 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.*