



Position Description

Position Title:	Cancer Support Nurse / Aboriginal Health Practitioners
Position Classification:	Aboriginal Health Practitioners Level 2-3 / Nurse Level 2-3
Direct Reports:	Nil
Reports To:	Outreach Coordinator

PROGRAM / ROLE DESCRIPTION

Wurli-Wurlinjang Health Service (WWHS) is an Aboriginal Community Controlled Organisation that prides itself on delivering a range of health services to the community in a style and manner that makes clients feel welcome and comfortable.

WWHS operates a range of clinics and provides a range of primary health care and other services which include our Main Clinic (acute and general care), Gudbinji Chronic Disease Clinic, Binjari Health Centre, Women and Children's Health, Men's Health and a Dental Clinic.

We also deliver Community Service programs which aim to achieve better outcomes in early intervention, treatment and management through an integrated approach in a primary health care setting like our Alcohol and Other Drugs Program, Social and Emotional Wellbeing program, Katherine Individual Support Program and our Strong Indigenous Families program.

As well as providing Clinical and Community Services WWHS also provides Professional Development and Training, as well as Corporate Services being: Human Resources, Finance, Infrastructure, Work Health and Safety, Compliance and Administration Support.

The Cancer Support Nurse / Aboriginal Health Practitioner position is responsible for creating awareness and delivering education to community members to encourage positive behaviour change by planning, developing and delivering health promotion activities using a variety of resources and strategies. These programs and resources will be co-designed, locally relevant and culturally safe and responsive with the intention of increasing the adoption of health promoting behaviours and screening participation in Aboriginal and Torres Strait Islander communities and assist with the preparation of reports and allocating resources within budget guidelines.

KEY AREAS OF RESPONSIBILITY

Service Delivery

- ▢ Coordinate the implementation of the WWHS Cancer Program, ensuring alignment with NACCHO funding requirements, community priorities, and the Cancer Australia Monitoring and Evaluation Framework.
- ▢ Lead cancer screening strategies across the region, including promotion of national programs (bowel, cervical, breast, lung), supporting uptake, and identifying and addressing local barriers to participation.
- ▢ Develop and maintain strong partnerships with external services including Cancer Council NT, NT Medical Specialists, BreastScreen NT, the National Lung Cancer Screening Program, and NT Health oncology teams.
- ▢ Support community engagement activities, including yarning circles, community consultations, and cancer awareness events to ensure community voices guide program direction and delivery.
- ▢ Support continuous quality improvement (CQI) in cancer care, including cancer screening audits, referral pathway improvements, and integration of client feedback into service improvement.

Program Development, Networking and Liaison

- ▢ Collaborate with all WWHS clinics to integrate cancer screening, follow-up, and referral processes into routine care, and support the use of Communicare for cancer tracking and documentation.
- ▢ Support program-level health promotion planning, including the co-design of culturally safe resources and social media content.
- ▢ Actively encourage client/family/community to engage in practices conducive to optimising health. Participate in committees and working groups to support the integration of cancer screening programs.
- ▢ Develop and maintain relationships both within the organisation and external to the organisation that promotes a culturally safe approach to cancer care.

Team Support

- ▢ Support Cancer Support officers position ensuring high-quality client support, culturally appropriate education delivery, and strong team coordination.
- ▢ Coordinate workforce and stakeholder training, including staff development around the cancer journey, the National Cancer Screening Register, and culturally safe cancer communication strategies.
- ▢ Lead and supervise the cancer care team to work effectively and deliver within the program requirements.
- ▢ Management of the team's human resources in accordance with Wurli policies and procedures and the delegations framework of Wurli, including but not limited to: - leave approval, hours of work, payroll authorisation, absence, under performance etc.
- ▢ Provide assistance with recruitment, selection and induction of staff.
- ▢ Supervision and performance management of the team.
- ▢ Implement a program of training and professional development for staff.

- ☐ Ensure staff participate in an annual performance appraisal and develop an individual annual professional development / training plan and work plan.

Administration and Reporting

- ☐ Monitor and report on program outcomes, including data collection, analysis, and reporting against agreed indicators and milestones.
- ☐ Ensure quality service delivery is maintained through continuous improvement activities including case reviews, staff meetings, planning forums, service reviews and the integration of client feedback.
- ☐ Ensure client files, data collection systems and service documentation are up to date; produce quality internal and external client and service reports as required.
- ☐ Complete all associated administrative functions such as, finance, HR, risk assessment and asset management procedures in a timely fashion in accordance with Wurli procedures and standards.
- ☐ Complete all reporting requirements to standard as required and within the required time frames.
- ☐ Assist in the preparation of audits and program reports and submission.

Workplace Health and Safety

- ☐ Ensure your personal health and safety, and that of others in the workplace
- ☐ Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety
- ☐ Promote and deliver in accordance with Wurli's risk management framework
- ☐ Report all accidents, incidents, near misses and hazards immediately
- ☐ Respond in line with risk management, incident management, reporting and escalation requirements in times of a crisis, emergency or following a complaint.
- ☐ Actively contributes to the Risk Mitigation strategies at Wurli and undertakes risk assessments across the program and delivery as required.

Corporate Identity

- ☐ Drive and lead the service culture in line with Wurli vision and values.
- ☐ Act as a role model for staff and clients
- ☐ Maintain professional networks that allow for good service delivery and continuity of care for patients
- ☐ Act in accordance with Wurli's Code of Conduct

POSITION REQUIREMENTS

Qualifications / Prerequisites:

- ☐ Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care / Bachelor of Nursing
- ☐ Fully Registered as ATSI Primary Health Practitioner or Nurse with Australian Health Practitioners Regulation Agency (AHPRA)
- ☐ National Police Records Check and Working with Children's Clearance

Current Northern Territory Driver's License

Acknowledgement

I have read and understand the requirements of the role; responsibilities and accountabilities as outlined within this Position Description.

Employee
name: _____

Signature: _____

Date: _____