



Position Description

Position Title:	Cancer Support Officer
Position Classification:	Health Professionals and Community Services (HPCS) Level 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 Officer position is responsible for providing day to day support and assistance for Aboriginal and Torres Strait Islander people/families and community with navigating the health and community support systems involved in and around the cancer journey. This will involve stakeholders mapping, establishing referral pathways to support services and liaison with medical and non-medical staffs.

KEY AREAS OF RESPONSIBILITY

Service Delivery

- ▢ Deliver cancer screening promotion and education, supporting participation in national screening programs (bowel, cervical, breast, lung and others) and reducing barriers through targeted community education.
- ▢ Conduct community health promotion activities, such as yarning circles, forums, and awareness campaigns, in partnership with Health Promotion Officers and other team members.
- ▢ Contribute to cancer care coordination systems, including documenting cancer care plans and follow-ups in Communicare and assisting with system improvements for cancer tracking.
- ▢ Provide culturally safe cancer care and education to clients and families, including information on cancer types, treatment options, and self-care strategies.
- ▢ Offer emotional and practical support throughout the cancer journey, including appointment reminders, transport coordination, access to support services, and other social support services.
- ▢ Support cancer care continuity by attending key medical appointments with clients, advocating for client needs, and liaising with oncology teams, specialists, and remote health centre staff.

Program Development, Networking and Liaison

- ▢ Coordinate referrals and follow-up care, ensuring clients are linked to appropriate health and social services, including allied health, mental health, palliative care, and community support.
- ▢ Collaborate effectively within multidisciplinary teams, including remote clinical teams, cancer specialists, and support service providers, to deliver integrated, person-centred care.

Team Support

- ▢ Provide staff education and capacity building on the cancer journey, including the stages of screening, diagnosis, treatment, survivorship, and palliative care, to enhance culturally safe and coordinated cancer care across the organisation.

Administration and Reporting

- ▢ Participate in continuous quality improvement (CQI) activities to enhance cancer screening and treatment pathways and support monitoring and evaluation efforts aligned with national frameworks.

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:

- Experience of working in the PHC setting, preferably in cancer care/cancer support environment.
- 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: _____