



POSITION PROFILE

POSITION TITLE: Tackling Indigenous Smoking Coordinator

Position Title	Tackling Indigenous Smoking Coordinator	Program / Funding Stream	WITGLZ Primary Health Care
Position Classification	HPCS Level 6/Nurse Level 4	Finance Funding Code	DOC 57
Reports To	Systems Manager	Direct Reports	TIS Team
Program / Service and Role Description	<p>Wurli-Wurlinjang Health Service is an Aboriginal Community Controlled Organisation delivering primary and clinical health care services to the Aboriginal people in Katherine and surrounding communities. Wurli prides itself on delivering a range of health and wellbeing services to the community in a style and manner that makes clients feel welcome and comfortable.</p> <p>The Tackling Indigenous Smoking program is a part of Wurli Strategic plan and vision to develop and deliver a holistic approach to health across all areas of the organisation for the Katherine community. The Tackling Indigenous Smoking Coordinator will be required to work in a collaborative manner across the Primary Health Service and Community Services sector of our business to provide effective harm reduction, cessation and education regarding tobacco use to our people. This role will be responsible for the fostering of a culture of no smoking across the organisation and the development and implementation of effective interventions and capacity building strategies in accordance with the priority health and wellbeing issues within the Katherine Aboriginal and Torres Strait Islander communities as well as the staff of Wurli. The role will be pivotal in assisting Wurli address the health inequities related to tobacco use for their people and engaging Aboriginal and Torres Strait Island people at risk of marginalisation into a welcoming and non-threatening health intervention and wellbeing services.</p>		
Qualifications	Essential: Relevant Tertiary Qualification in Health Promotion or Public Health.		
	Desired: Additional Health related post graduate qualification.		

Experience	Essential: Previous experience in providing Health Promotion services.
	Desired: Previous experience in adult and or other education / facilitation Previous experience in delivery of Tackling Indigenous smoking Programs Demonstrated experience in coordinating and facilitating health program, events and activities within a community setting.
Prerequisites	National Police Records Check and Working with Children's Clearance Current Cardio Pulmonary Resuscitation Certificate (CPR) Current Northern Territory Driver's License
Key Result Area	Responsibilities / Activities
SERVICE DELIVERY	<p>The role will initially focus on addressing health disadvantage by a whole of population approach, utilising evidenced based approaches to health promotion, health education, contributing to population based research and using culturally appropriate and responsive methods to reduce or prevent the use of Tobacco.</p> <p>Identify and develop a Tackling Indigenous Smoking action plan for the organisation</p> <p>Manage the Tackling Indigenous Smoking activities within appropriate guidelines, timelines and budgets.</p> <p>Coordinate Tackling Indigenous Smoking activities across the organisation.</p> <p>To take a lead role in improving Wurli's engagement with indigenous youth, with particular emphasis on Tackling Indigenous Smoking.</p> <p>Participate in committees, working groups both internal and external and health professional groups to support the integration of Tackling Indigenous Smoking as core business for the service</p> <p>Oversee the ongoing development and maintenance of suitable resources for Wurli staff and Board of Directors to access</p>
	Standard Measure
	<ul style="list-style-type: none"> • Services delivered meets the stated objectives in accordance with any relevant funding / project agreement, Wurli Health Promotion Plan (once developed and endorsed) and Wurli's Continuous Quality Improvement Program and related policies and procedures:- <ul style="list-style-type: none"> ○ Development of Wurli Health Promotion Plan and related Action Plan ○ Delivery of promotion activities in accordance with the Plan ○ Delivery of promotional resources / catalogue to agreed standards ○ Training and professional development for health promotion awareness and integration into service provision completed

	Actively encourage staff/client/family/community to engage in practices conducive to reducing/preventing tobacco use	
PROGRAM DEVELOPMENT, NETWORKING & LIAISON	<p>Develop and build partnerships with key stakeholders including Katherine communities and community agencies to ensure Tackling Indigenous Smoking programs are effective and culturally responsive.</p> <p>Develop linkages and synergies with external service providers both government and NGO</p> <p>Ensure the program is responsive to the needs of the community through regular collation of feedback</p> <p>Liaise widely with other health professionals ,community groups, youth groups and agencies to ensure effective utilisation of services and resources</p>	<ul style="list-style-type: none"> • Active involvement and contribution to networking, advocacy, monitoring and evaluation of the service / program • Sustained presence at community health events and networking opportunities • Collection and review of feedback on a regular (quarterly) basis
TEAM SUPPORT / SUPERVISION	<p>Maintain effective working relationships with the Leadership team to ensure effective Tackling Indigenous Smoking service delivery</p> <p>Work to foster productive relationships with all clinical, and community services programs and support staff</p> <p>Actively participate and contribute to team meetings and education</p> <p>Participate in clinical governance, work health and safety, continuous quality improvement and accreditation processes as appropriate.</p> <p>Participate in the performance review process, commits to own self development and maintain professional competencies</p>	<ul style="list-style-type: none"> • Co-operative and professional working relationships are developed and maintained • Commits to professional development activities
ADMINISTRATION & REPORTING	<p>Provide briefings and reports to the Leadership Team as required.</p> <p>Provide reports and update as described by relevant funding agreements (when applicable).</p> <p>Ensure quality service delivery is maintained through continuous improvement activities including activity and service reviews, staff training, planning forums, and the integration of client feedback.</p>	<ul style="list-style-type: none"> • Maintain appropriate and adequate documentation in accordance with established guidelines

	<p>Ensure program files, data collection systems and service documentation are up to date; produce quality internal and external client and service reports as required.</p> <p><input type="checkbox"/> Participate in program evaluations as required</p>	
WORKPLACE HEALTH & SAFETY	<p>Ensure your personal health and safety, and that of others in the workplace</p> <p>Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety</p> <p>Promote and deliver in accordance with Wurli's risk management framework</p> <p>Report all accidents, incidents, near misses and hazards immediately</p> <p>Respond in line with risk management, incident management, reporting and escalation requirements in times of a crisis, emergency or following a complaint.</p> <p>Actively contributes to the Risk Mitigation strategies at Wurli and undertakes risk assessments across the program and delivery as required.</p>	<ul style="list-style-type: none"> • Adheres to Risk Management and WH&S Policy and Procedures at all times
CORPORATE IDENTITY	<p>Drive and lead the service culture in line with Wurli vision and values.</p> <p>Act as a role model for staff and clients</p> <p>Maintain professional networks that allow for good service delivery and continuity of outcomes for our clients</p> <p>Act in accordance with Wurli's Code of Conduct</p>	<ul style="list-style-type: none"> • Acts in a professional manner, leads by example, promotes the organisation and maintains the reputation of the organisation and profession / service

Personal Characteristics / Qualities	Job Competencies (Skills and Knowledge)
<ul style="list-style-type: none"> • Presents a personal image and demeanor that promotes credibility and is appropriate to work setting and role • Collaborative: Exceptional ability to collaborate, communicate, and execute outcomes; Encourages and cooperates with others to achieve common goals • Analytical: Collects, organises and applies information relevant to specific needs and outcomes • Passionate about improving the health and wellbeing outcomes for indigenous youth • Excellent organizational and time management skills • High level of discretion and sound judgment. 	<ul style="list-style-type: none"> • Willingness to work within Wurli's values and vision and adhere to quality improvement practices, policies and procedures • Demonstrated knowledge and understanding of indigenous societies and culture, including issues effecting indigenous people in contemporary Australian Society and knowledge of Katherine and surrounding communities • Sound knowledge of primary health, social determinants and health promotion frameworks in the NT? • High level communication skills and a demonstrated willingness and ability to represent the organisation externally, including managing and developing essential stakeholder relationships and partnerships. • Ability to work and operate in a culturally secure manner and support others to do the same. • Can work autonomously and actively participate as a team player • Sound written communication skills • Sound group and individual facilitation skills • Computer skills including the ability to use MS Office Suite, MS Outlook or equivalent and data management information systems