POSITION DESCRIPTION: Deadly Choices Tackling Indigenous Smoking Officer

Position Details

Position Title: Deadly Choices Tackling Indigenous Smoking Officer
Employment Status: Full time
Salary Range: Competitive base depending upon qualifications and experience. + Superannuation + 5 weeks annual leave + salary sacrifice
Reports to: Regional Manager Deadly Choices Program
Positions supervised: Nil
Location: Normanton – requiring some travel to remote communities across the North West and Lower Gulf of Carpentaria region

About Gidgee Healing:

Gidgee Healing is an independent, community controlled health service, with overall direction and management set by a Board of Directors comprised of representatives from the remote Aboriginal communities of the region. Gidgee takes a broad view of primary health care, has a philosophy of community participation, and a strong focus on care coordination.

Gidgee Healing is the only Aboriginal Community Controlled Health Service representing the health needs of the Aboriginal people residing in the Mt Isa, North West and Lower Gulf regions of Queensland. We provide a range of primary health care services to communities across the region with the aim of supporting Aboriginal communities’ own solutions to live long healthy lives, strengthening our culture and regaining our spirit. The service footprint is now approximately 640,000 km² and includes some 11,000 Indigenous persons. It is the largest single Aboriginal Community Controlled Health Service provider land area in Queensland. It has 20 Native Title group land areas; 12 Local Governments; Queensland State Seats of Mount Isa and Gregory; and two House of Representative Divisions being Kennedy and Maranoa. It also includes two Hospital and Health Service regions (Central West and North West) which include 12 Hospitals, 7 Primary Health Care Centre’s and two Health Centre’s. Gidgee Healing shares its boundary with the Central and North West Queensland Medicare Local.

Gidgee Healing currently provides Primary Health Care; GP; Maternal and Child Health; Allied Health; Closing the Gap and Specialist services. In accordance with the regionalisation process being rolled out across Queensland by the Queensland Aboriginal & Islander Health Council (QAIHC), Gidgee Healing is in the process of expanding the type and frequency of services being provided across its entire region, including the Gulf communities. In the immediate future, Gidgee will be focusing on expanding its health promotion and early intervention; primary health care; chronic disease management services; and recovery/community wellbeing services through the North West and Lower Gulf regions.

IUH has developed the Deadly Choices Strategy in combination with consortium members across Queensland. The aim is to provide a regionally consistent, best practice and culturally tailored approach to Aboriginal and Torres Strait Islander health education, promotion and prevention, with a focus on tobacco and smoking cessation that will deliver on and exceed the objectives of the Australian Governments Tackling Indigenous Smoking Activity program (TIS).
Position Summary:

The Deadly Choices Tackling Indigenous Smoking Officer is responsible for the delivery of school and community based health education, promotion and prevention activities; in line with the Regional Action Plan and the Deadly Choices and Smoking Cessation Procedures Manuals.

Duty Statement and Key Responsibilities:

The primary duties and responsibilities of this position include, but are not limited to:

Preventative Health Program Delivery

As directed, conduct and support a range of health education, promotion and prevention activities across the region, this includes;

1/ Delivery of the Deadly Choices Program

- Assist in the logistics and undertake delivery of the Deadly Choices education program into schools and communities
- As directed, undertake the effective facilitation, instruction and role modelling of key health messages and Deadly Choices education program modules, including; Leadership, chronic disease, physical activity, nutrition, harmful substances, tobacco and smoking cessation, Medicare access to Primary Health Care
- Distribute health information/program materials and support participants in making healthy lifestyle choices and understanding of risk factors
- Promote CCHS services and refer participants for Aboriginal Health Checks, to other health programs and clinical advice for chronic diseases as appropriate
- Undertake the distribution of program surveys and their collection, and ensure appropriate records of all program activities are maintained

2/ Delivery of Further Preventative Health Activities

- Assist in the logistics and undertake delivery of the 6 week smoking cessation program
- Assist in the logistics and undertake delivery of the Good Quick Tukka Program
- Assist in the logistics and undertake coordination/delivery of Physical Activity programs/sessions (e.g. Traditional Indigenous Games, Sporting Events/Sessions)
- Distribute health information/program materials and support participants in making healthy lifestyle choices and understanding of risk factors
- Promote CCHS services and refer participants for Aboriginal Health Checks, to other health programs and clinical advice for chronic diseases as appropriate
- Undertake the distribution of program surveys and their collection, and ensure appropriate records of all program activities are maintained

3/ Delivery of Community Days & Clinic Support Activities

- Assist in the logistics and set up for delivery of Community Days
- Support and provide education, instruction and role modelling of key health messages at community events; including
- promoting physical activity, healthy eating, tobacco cessation;
- leading groups in appropriate physical activity sessions
- promoting CCHS services and refer participants for Aboriginal Health Checks, to other health programs and clinical advice for chronic diseases, as appropriate

- Work with CCHS’s to identify opportunities for clinic based education and promotions
- Undertake the set-up of displays and stalls within CCHS clinics, with a focus on tobacco education and awareness, healthy lifestyles and linkage to clinical supports and services
- Provide direct positive lifestyle, tobacco cessation and health education messaging, support and materials; as part of stalls and other clinic based initiatives.
CCHS Staff Training and Clinic Process Improvement

As directed, conduct a range of workshops and support activities for CCHS staff, to improve CCHS tobacco cessation screening and intervention practices and processes, this includes;

1/ Delivery of CCHS Staff Training Workshops
   - Assist in the logistics and set up for delivery of CCHS staff training workshops
   - Undertake and/or support the quality delivery of the workshop sessions covering tobacco use and smoking cessation and/or mental health and nicotine dependence
   - Support CCHS clinic and program staff to build knowledge and capability to address and respond to tobacco use and nicotine dependence
   - Undertake the distribution of workshop surveys and their collection, and ensure appropriate records of all program activities are maintained

2/ Clinic Processes
   - Work with CCHS to identify and strengthen internal referral pathways between services and programs, to assist access to support services and programs
   - Identify continuous improvement opportunities and report to the Regional Manager

Operational Processes and Administration
   - Collect data and feedback to assist in the evaluation of Program activities
   - Provide evaluations and reports on CCHS capacity and risks as required
   - Adhere to expenditures and budget requirements in line with IUIH policies and procedures.
   - Prepare monthly activity progress reports
   - Prepare ad hoc reports as required

Self and Team Contribution
   - Maintain confidentiality in line with Code of Conduct & comply with all Corporate Policies and Procedures
   - Participate in the performance review process, commit to own self development, maintain professional competencies
   - Contribute to continuous process improvement
   - Contribute to effective team performance
   - Assist with induction and other training for other Deadly Choices team members, as required
   - Promote and ensure a safe and healthy work environment
   - Work within a legal and ethical framework

Develop and Maintain Linkages
   - Foster productive working relationships with other CCHS staff and business units in the delivery of seamless support services
   - Develop and maintain effective relationships with the communities in the target areas

Legal Obligation:
   - All relevant health professionals (including registered nurses and medical officers) who, in the course of their duties, formulate a reasonable suspicion that a child or young person has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to the Department of Child Safety

Please note that the duties outlined in this position description are not exhaustive, and only an indication of the work of the role. The organisation can direct you to carry out duties which it considers are within your level of skill, competence and training and scope of practice.
Key Performance Indicators:

As determined by the Regional Manager:

Selection Criteria:

**ESSENTIAL**
- Demonstrated ability to work with Aboriginal and Torres Strait Islander communities and their leaders, respecting traditional culture, values and ways of doing business
- The ability to work with other health professionals and organisations
- Demonstrated understanding of the health, social and emotional wellbeing needs of Aboriginal and Torres Strait Islander people
- Interpersonal skills that demonstrate the ability to effectively communicate, negotiate and liaise with clients and members of the community, general and technical staff in the provision of professional quality client service
- Demonstrated ability to plan, develop, deliver and evaluate health promotion programs to Aboriginal and Torres Strait Islander target groups in the target area
- Demonstrated competence in use of Business technology and desktop applications; internet, word, spreadsheet and database packages
- Good communication and interpersonal skills

**QUALIFICATIONS AND EXPERIENCE**
- Certificate 111 or above in Aboriginal/Torres Strait Islander Primary Health Care – Community Care or equivalent preferred, or preparedness to undertake VET Training
- Sound experience working in Healthy Lifestyle or similar Health or Community engagement/development programs, is desirable.

**PRACTICAL REQUIREMENTS**
- Current C Class Drivers Licence (Queensland) – essential
- Current Blue Card (working with children and young people) or willingness to apply for a Blue Card
- Travel across region is required

Endorsement and Approval

Position description approved by Chief Executive Officer:

Signature: ENDORSED Date: