



<b>Position Title</b>	<b>TOBACCO ACTION WORKER</b>	<b>Position Number</b>	<b>SS-036; SS-037; SS-038; SS-039; SS-040-SS-041</b>
Work Group:	Social Support Unit		
Work Unit:	Tackling Indigenous Smoking		
Reports To:	Regional Tobacco Coordinator		
Supervisory:	No		
Award	Aboriginal & Torres Strait Islander Health Workers & Practitioners & Aboriginal Community Controlled Health Services Award 2020 (Cth) NES Fair Work Conditions Contract of Employment		
Position Term	Ongoing – 37.5 hours per week		
DATE:	24.01.2022	No of Pages	5
REVIEW DATE:	0	STATUS:	Active
ENDORSED BY: (Chief Executive Officer)		DATE OF ENDORSEMENT	/ /

#### VISION STATEMENT

Bega Garnbirringu Health Services vision for the future is for a society in which Aboriginal and Torres Strait Islander people are not disadvantaged and share a quality of life with health standards and life expectancy equal to the non-Aboriginal and Torres Strait Islander community.

#### MISSION STATEMENT

Bega Garnbirringu Health Service's mission include the development and maintenance of a robust and diverse organisation that will provide sustainable, culturally appropriate and holistic health services to the Aboriginal and Torres Strait Islander people.

Bega Garnbirringu Health Service will address the social determinants of health and provide for clinical, educational and preventative health services and the development and retention of the skilled workforce necessary to achieve its mission.

#### ABOUT BEGA

Bega Garnbirringu Health Services (Bega) approaches health service delivery from a holistic perspective. This means that Bega seeks to close the gap in health outcomes for Aboriginal people through a multi-faceted approach that includes a high level of attention to the social determinants of health as well as clinical and primary health.

In order for this approach to be effective it is essential that all staff view their role through the eyes of the client and from a whole of organisation perspective. To this end it is essential that all employees be team oriented and prepared to work cooperatively in a multi-disciplinary environment. All employees must abide by their contract of employment and code of conduct and apply themselves to their duties with professionalism, integrity, ethical practice and with diligence.

The organisation has a strong commitment to the provision of services that are culturally appropriate and safe for Aboriginal clients.



## **PURPOSE OF THE POSITION**

This position will assist in the delivery of a culturally appropriate smoking cessation program, tailored to the needs of the communities within the Goldfields region.

This position forms part of a multidisciplinary team and will contribute to promoting, undertaking and supporting a range of programs, activities and workshops regarding strategies to address quitting smoking; and contribute to the development and provision of community education and engagement regarding the effects of tobacco and supporting healthy living.

This position will involve a high level of engagement and collaboration with key stakeholders including consumers and their families and carers, Bega employees, General Practitioners, local health district staff, Department of Education and other government and non-government organisations.

## **KEY CLIENT AND STAKEHOLDER RELATIONSHIPS**

### External:

- Given the range of tasks, this position has contact with most Aboriginal Community Controlled Health Services;
- Liaise and maintain working relationships with a variety of organisations and stakeholder representative groups as required.
- Develop and maintain good client relationships as required.

### Internal:

- Maintains close working relationships with all BGHS employees.



**RESPONSIBILITIES OF THIS POSITION**

KEY RESULT AREA	POSITION RESPONSIBILITIES
Professional Services	<ul style="list-style-type: none"> <li>❖ Develop networks with the Communities and other organisations within the Goldfields region to raise awareness and demonstrate practical ways to change behaviours associated with smoking and to participate in appropriate community events and activities</li> <li>❖ Organise and/or partner with local health and other Community services to deliver events, group activities, information sessions and/or displays at a range of venues; and community events that promote informed decision-making in relation to smoking. These activities include:               <ul style="list-style-type: none"> <li>○ Increase understanding of dangers of smoking, vaping, chewing tobacco and second-hand smoking</li> <li>○ Promote benefits of quitting and creating smoke-free environments</li> <li>○ Promote ways of quitting and information on Quit medications</li> <li>○ Promote benefits of never becoming a smoker</li> <li>○ Increase understanding of chronic diseases linked with smoking and ways to manage them</li> <li>○ Share best practice information with clients and health care professionals</li> </ul> </li> <li>❖ Develop and deliver anti-smoking social marketing campaigns in the Goldfields region including radio, newspaper, newsletter, websites, emails and television</li> <li>❖ Develop and deliver Smoking cessation health education sessions tailored to suit cultural needs of specific target groups including schools, rehabilitation services and prison</li> <li>❖ Travel throughout the Goldfields region including overnight stays as required to ensure that program objectives are met</li> <li>❖ Refer clients to external and internal services as appropriate</li> <li>❖ Identify, support and encourage local role models to promote smoking cessation messages within the Goldfields region</li> <li>❖ Build on the knowledge, skills and understanding of health impacts of smoking and pathways to quitting among key stakeholders including but not limited to: Community leaders, health professionals, teachers, support services, Executive Management and Board Members</li> <li>❖ Liaise with Tackling Indigenous Smoking teams within Western Australia and other States as required</li> <li>❖ Comply with Bega policy and procedures currently in practice or that may be introduced from time to time.</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>❖ Ensure all reporting is collected, submitted and meets KPI requirements for BGHS and relevant funding agreements;</li> <li>❖ Assist and or/provide regular reports as directed;</li> <li>❖ Ensure regular data is input into databased or other computer software/programs as required;</li> </ul>
Organisation and Administration	<ul style="list-style-type: none"> <li>❖ Plan and establish priorities to ensure effective use of time;</li> <li>❖ As a member of a small team, demonstrate flexibility in supporting delivery of services as/when required e.g. reception;</li> </ul>



	<ul style="list-style-type: none"><li>❖ Contribute to the ongoing development of internal policy and procedures;</li><li>❖ Attend and participate in staff meetings and complete staff surveys on request;</li></ul>
Communication	<ul style="list-style-type: none"><li>❖ Effectively communicate and maintain sound relationships with clients, stakeholders and all BGHS employee's;</li><li>❖ Maintains confidentiality and demonstrate compliance with relevant Privacy Legislation;</li><li>❖ Display respect, empathy and understanding with all employees, Board Members and other stakeholders;</li><li>❖ Work collaboratively and cooperatively with team members to ensure quality outcomes;</li><li>❖ Work collaboratively across organisation boundaries as required;</li></ul>
Education	<ul style="list-style-type: none"><li>❖ Attends relevant training courses and professional development including mandatory training as required by Bega;</li></ul>
Physical Environment and Safety	<ul style="list-style-type: none"><li>❖ Report and document incidents and accidents in accordance with Bega policies and procedures;</li><li>❖ Recognise potential hazards in the workplace and contribute to the development of strategies to remove or reduce the risk to an acceptable level;</li><li>❖ Maintain a safe environment for all employees within Bega;</li><li>❖ Adhere to correct fire safety procedures and attend fire drills as required;</li><li>❖ Ensure compliance with with Occupational Safety and Health (OSH) policies and procedures as set by BGHS and as set out under the OSH Act 1984.</li></ul>



## COMPETENCY PROFILE FOR THIS POSITION

Competencies are the specific knowledge, skills and attributes needed to successfully undertake this role. The profile is used for recruitment, performance review, planning, and training and development activities.

## QUALIFICATIONS, SKILLS, EXPERIENCE AND KNOWLEDGE

### ESSENTIAL:

- Demonstrated and applied understanding of smoking cessation principles and strategies
- Demonstrated experience in developing, planning, implementing and evaluating smoking cessation programs
- Sound interpersonal and communication skills, including the ability to develop meaningful relationships whilst respecting traditional culture and values
- Demonstrated commitment to confidentiality and a high level of accuracy
- Work effectively as a member of a team in an environment of competing priorities
- Demonstrated knowledge and understanding of cultural factors and social determinants particularly relating to Aboriginal Health
- Ability to travel within the Goldfields community
- Ability to obtain and maintain current Police Clearance Certificate and Working with Children Check
- WA "C" Class drivers' licence

### DESIRABLE:

- Qualification and / or experience in health promotion, primary health care or population health
- Well-developed problem-solving skills and the ability to effectively determine priorities to ensure deadlines are met.

## Conditions of Appointment:

Provide Bega Garnbirringu Health Service with the following requirements prior to commencement of employment;

- Valid Working with Children Check (WA)
- National Criminal History Check Certificate (Police Clearance - valid within 3 months)
- Australian Government COVID-19 Digital Certificate or evidence (immunisation record) of full COVID-19 Digital vaccination including Booster vaccination as per the booster vaccination (restrictions on access) directions.

## EMPLOYEE

I (Full Name) \_\_\_\_\_ have sighted and accept this duty statement and acknowledge the expectations that will be held of me in relation to my role at Bega.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_