



Tobacco Action Worker

POSITION DETAILS

Position Title: Tobacco Action Worker
Position Number: HP018
Department: Health Programs
Reports to: Manager Health Programs
Position Term: 12 Month Fixed Term Contract. Renewed annually subject to funding

PREAMBLE

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.

Working at Bega is not just a job - it is a commitment.

PRIMARY PURPOSE

Under the guidance of the Regional Tobacco Coordinator, assist in the delivery of culturally appropriate smoking cessation and support programs for clients of Bega Garnbirringu Health Service in a manner which fully supports a high standard of quality care.

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** _____

This Duty Statement is certified as current by the Chief Executive Officer as at ____/____/____

Wayne Johnson
Chief Executive Officer.



POSITION ACCOUNTABILITIES

KRA	Accountabilities
Professional Services	<ul style="list-style-type: none">• Implement local health promotion activities e.g. community forums, supporting creation of smoke-free homes and workplaces, sharing information about smoking cessation, to increase community understanding of the dangers of smoking, benefits of cessation and benefits of smoke-free environments.• Assist the Regional Tobacco Coordinator in the delivery of regional smoking prevention and promote cessation social marketing campaigns and events.• Deliver smoking cessation and support programs, appropriate to the worker's qualification level, to Aboriginal and/or Torres Strait Islander people, and refer people to other health programs as appropriate.• Under the coordination of the Regional Tobacco Coordinator, work in partnership with the network of Tobacco Action Workers in the region, with the State-based mentor as appropriate, and with the broader national network coordinated by the National Coordinator.• Undertake induction and other training specifically provided for the COAG Tackling Smoking measure and the broader Closing the Gap National Partnership.• Undertake a program of ongoing learning and development leading towards a relevant VET qualification at Certificate II (initially as entry level), III or higher.• Participate in appropriate training programs and networking opportunities, including national conferences, workshops and seminars.• Collect data to assist in the evaluation of the COAG National Partnership Agreement on Closing the Gap in Indigenous Health Outcomes.• Promote and support smoke-free workplace strategies at Bega Garnbirringu Health Service.• Exemplify non-smoking and quit smoking behaviors.• To ensure confidentiality is maintained within the Health Service Department in accordance with the Privacy Act 1998.
Administration	<ul style="list-style-type: none">• Accurately collect statistics and prepare reports as required by Bega Garnbirringu Health Service.• Participate in Clinic Staff and team meetings as required.• Participate in staff performance reviews as required.• Undertake clerical duties and research work as deemed necessary including correspondence, faxing, telephone enquiries and referring enquiries to relevant staff.• To actively encourage and promote continuous improvement.
Other Duties	<ul style="list-style-type: none">• To undertake the duties and responsibilities of the role in the context of cultural awareness.• Undertake personal and professional development and training as required, and keep informed about current practice and research.• Represent Bega Garnbirringu Health Services in all matters in a professional, ethical and client focused manner.



Bega
Garnbirringu
HEALTH SERVICE

POSITION DESCRIPTION FORM

- Assist in the OH&S Risk Management process by being actively involved in the identification, assessment and control of hazards and associated risks in the workplace.
- Perform other duties relevant to the position as directed by the Regional Tobacco Coordinator and Manager Health Programs..



POSITION PARAMETERS

Education & Experience:

Experience in communicating and working constructively with ATSI communities.
Experience in developing and maintaining effective networks, alliances and relationships with ATSI individuals, families and health sector organisations.
Current Police Clearance certificate and Working with Children Clearance certificate
Current drivers licence

Skills & Abilities:

Understanding of the health, social and emotional wellbeing needs of ATSI people.
Ability to work with other health professions and organisations.
Demonstrated ability to plan, manage and control workloads and resources to meet priorities, deadlines with minimal supervision.
Well developed interpersonal, written and oral skills.
Moderate level computer usage skills.
Ability to function and participate as part of a team and to contribute to team building.
Cross cultural sensitivity and understanding of issues affecting Aboriginal Communities and people

Behavioural Competencies:

Demonstrate a high commitment to Aboriginal Social and Emotional Well being and customer service
A high level of integrity and ethical practice
Adaptable and flexible
Energy and initiative
Customer service, responsiveness and team focus
Stress tolerance
Professional manner
Self motivated and proactive
Ability to assess and identify areas for improvement and development across the organisation
Attention to detail

Objective:

To participate and abide by the Bega commitments, principles and values as portrayed under the Bega Mission Statement.
--

ENDORSEMENT

Endorsed by Chief Executive Officer		Date
Name:	Signature:	