**JOB DESCRIPTION FORM**

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| **1. GENERAL DETAILS** |
| Position Title | Tackling Indigenous Smoking Educator  |
| Area/Unit | SSU |
| Reports to | Health Operations Manager |
| Award | Funded program |
| Employment type | Full time  |

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| **2. POSITION OVERVIEW:** |
| * To develop, implement and evaluate smoking cessation education activities and resources.
* To deliver an outcomes based smoking cessation program which is meaningful, appropriate and aligned to meeting the needs of the Kununurra region.
* To provide and record activities that meet the TIS work plan and funding criteria.
* To work in partnership with other TIS Educator to expand the program and provide education to a variety of age groups and target groups.
* To work as part of the OVAHS team in providing a quality and client focused environment.
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| **3. PREREQUISITES AND KEY SELECTION CRITERIA** |
| Essential | 1. Tertiary level qualifications in health promotion, community development, social work or education, or equivalent experience.
2. Demonstrated experience in working constructively with Aboriginal and Torres Strait Islander communities
3. Well-developed interpersonal and cross cultural communication skills.
4. Demonstrated knowledge of evidence based smoking cessation techniques and resources.
5. Demonstrated ability to facilitate outcome based group education sessions within a variety of community settings.
6. Ability to develop smoking cessation resources in keeping with national best practice guidelines.
7. Current WA manual driver’s license and ability to travel regularly for outreach programs.
8. Excellent literacy, computing and reporting skills.
9. To identify as a non smoker.
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| Desirable | 1. Previous experience working for a Tackling Indigenous Smoking program.
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| **4. LEGAL COMPLIANCE** |
| * Able to produce a National Police Clearance
* Able to produce a Working with Children’s Check
* Able to produce a current driver’s license
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| **5. POSITION DUTY STATEMENT** |
| 1. Develop school, community and workforce smoking cessation resources, education materials and session plans
2. Deliver smoking cessation education sessions and workshops across various community groups and Aboriginal organisations
3. Ensure that program activities are well planned and evaluated in keeping with the Tackling Indigenous Smoking work plan
4. Participate in collaborative partnerships with relevant agencies, community organisations, and clients to promote TIS services
5. Participate in appropriate training programs and networking opportunities, including conferences, workshops and seminars
6. Develop and promote strong partnerships, referral pathways and information sharing protocols between OVAHS, key stakeholders and the TIS program
7. Present at conferences, education sessions, and OVAHS in-services and to funding bodies in partnership with the TIS Regional Manager (KAMS).
8. Maintain records of all education and training sessions, provide data for team meetings and funding reports.
9. Report, as directed, to line manager on service delivery data and KPI’s
10. Engage with opportunities for professional development and training
11. Exemplify non-smoking behaviors
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| **6. ALL STAFF DUTY STATEMENT** |
| **General Duties** * Follow the policies and procedures documented in the OVAHS Quality Management System (QMS) and practice in accordance within guidelines, standards, code of ethics/conduct and statutory requirements applicable to your role as an OVAHS employee.
* Behave in a manner appropriate and respectful to local culture including gender sensitivities during work time and while representing OVAHS in the community.
* Participate in professional development activities and supervision as required.
* Undertake specific after hours work, including attendance at training as required.
* Attend internal and external meetings as requested.
* Undertake relevant and appropriate multi-functional duties.
* Report relevant clinical cases or issues to line manager which may have possible legal implications.
* At all times maintain a professional relationship with patients, other employees and visitors to OVAHS.
* Promote positive public relations with patients, peers, government and non-government agencies and services to achieve equitable outcomes for patients.
* Perform other duties as directed by Senior Management.

**Governance : Organisational Safety and Quality Requirements*** Participates in the maintenance of a safe work environment and recognises acts on risks.
* Participates in an annual performance development review.
* Supports the delivery of safe and effective patient care and the consumers’ experience including participation in continuous quality improvement activities in accordance with the requirements of the ISO 2015: 9001 and RACGP Accreditation and the delegations on the Quality Management System (QMS).
* Completes mandatory training (including safety and quality training) as relevant to role.
* Performs duties in accordance with credentialing, Government Standards of Health Care Provision, OVAHS  Organisational  and,

Area / Program specific policies and procedures.* Abides by the OVAHS Code of Conduct, National Health Practitioners Boards’ Codes and Guidelines, Occupational Safety and Health Legislation,

Disability Services Act, Road Traffic Act and the Equal Opportunity Act.  **Governance: Cultural Safety and Quality  Requirements*** Participate in cultural safety and competence training and staff development.
* Respect and abide by the direction of Aboriginal employees in matters related to cultural safety.
* Support language access and communication.
* Forward grievances and complaints to allocated Senior Aboriginal employee.
* Support the input and participation, from the  Aboriginal community and patients,  in the development of continuous quality improvement

in culturally safe services.**Administrative Duties** * Maintain statistics, administrative records and client documents as per OVAHS policies and procedures.
* Produce report for OVAHS and funding bodies as required.
* Ensure maintenance of equipment and resources, including clinical equipment, IT equipment, vehicles and phones.
* Perform office duties including, but not limited to, photocopying, faxing, laminating, processing paperwork and produces minutes for meetings as requested.
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| **NOTE:** This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organisation. |
| **7. Certification**  |
| The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.Name:Position: **Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_**Name: Position: Chief Executive Officer**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_** |

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| **NAME** | **DATE APPOINTED TO POSITION** | **SIGNATURE** | **DATE** |
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