



NUNKUWARRIN YUNTI OF SOUTH AUSTRALIA INC

182 – 190 Wakefield St, ADELAIDE 5000

JOB & PERSON DESCRIPTION

POSITION TITLE:	CLASSIFICATION LEVEL:**
Community Engagement Worker - Tobacco	Health Services level 2
PROGRAM:	SECTION:
Tackling Indigenous Smoking	Community Health Promotion and Education
TENURE/STATUS:*	LOCATION (if other than Wakefield Street Adelaide):
Ongoing, subject to funding	Kilburn
POSITION REPORTS TO:	WORKS CLOSELY WITH:
Team Manager – Population Health - Tobacco	Regional network tackling smoking workforce Internal stakeholders External stakeholders

1. PURPOSE STATEMENT

Nunkuwarrin Yunti aims to promote and deliver improvement in the health and wellbeing of all Aboriginal and Torres Strait Islander people in the greater metropolitan area of Adelaide and to advance their social, cultural and economic status. The Organisation places a strong focus on a client centred approach to the delivery of services and a collaborative working culture to achieve the best possible outcomes for our clients.

The Tackling Indigenous Smoking program aims to reduce smoking prevalence rates in Aboriginal and Torres Strait Islander people who reside in metropolitan Adelaide by providing an innovative population health program that encourages changes in smoking behaviours and attitudes. The program delivers services that undertake evidence based tobacco control activities that are tailored to meet the needs of the local Aboriginal community.

The team is responsible for coordinating and delivering targeted population and preventative health activities that promote lifestyle changes that reduce the risk of the onset of chronic diseases caused by tobacco. The program targets various target audiences inclusive of Aboriginal young people, pregnant mothers and families with young children and community organisations, groups or any other stakeholders that may engage or work with Aboriginal people.

With the support of the Tackling Indigenous Smoking team this position will deliver culturally appropriate community education sessions and workshops that deliver key messages and strategies that support and encourage quit attempts. Participate and support the coordination of community events, health promotion and social marketing activities that promote quitting, smoke-free environments and encourage attitudinal and behavioural change. It will also involve participating in community engagement and consultation in the development or sourcing of appropriate resources to promote the programs key messages and encourage behavioural changes.

Under general supervision of the Team Manager the primary role of the Community Engagement Worker (Tobacco) is to:

- Build the capacity of the Aboriginal community to understand the harms, risks and health impacts associated with smoking to make informed lifestyle choices.
- Provide support and facilitate access to health services, Quitline services and other treatment services available for people ready to quit smoking.
- Raise awareness, practice and demonstrate to groups, families and communities practical ways to change behaviours associated with smoking and to participate in healthy lifestyles.
- Maintain established networks and partnerships with relevant organisation's and community groups to encourage a coordinated approach to tackling smoking and healthy lifestyle strategies.
- Identify, support and promote local role models who are either non-smokers or people who have quit to improve their health.
- Work within established procedures that encourage innovative ways of engaging with the Aboriginal community that support quit attempts and promote smoke-free homes and work places.

Making a Positive Difference to Aboriginal & Torres Strait Islander Peoples

Working Together

Fair

Accessible

Equitable

Culturally Appropriate

2. KEY RESPONSIBILITIES/DUTIES

KEY RESPONSIBILITIES (Outputs of the job)	PERFORMANCE MEASURES (Measures the outcome of the following activities by quantity, quality, or timelines.)
Core Role activities	<p>Support the development resources as required to suit the needs of individuals, families and community to address smoking behaviours and reduce risk of onset or progression of associated chronic diseases.</p> <p>Conduct and facilitate information sessions/workshops to various group inclusive of young people, pregnant women and adults that promote practical ways to change attitudes and behaviours associated with smoking and promote lifestyle changes.</p> <p>Promote, assist in the coordination of community events that promote lifestyle changes.</p> <p>Facilitate access and provide referrals to services that support quit smoking behaviours.</p> <p>Implement program activities to address identified community health needs in line with program plans, community and organisational guidelines.</p> <p>Work within established procedures that encourage innovative ways of engaging with the Aboriginal community that support quit attempts and promote smoke-free homes and work places.</p>
Networking and program promotion	<p>Maintain established networks with relevant organisations and community groups to encourage a coordinated approach to tackling smoking and healthy lifestyles.</p> <p>Work in partnership with internal and external stakeholders to deliver events, activities and information sessions and/or displays at a range of venues and community events that promote informed decision making in relation to smoking and associated lifestyle factors</p>
Administrative activities	<p>Ensure records of all program activities are documented in line with program procedures and are available to support ongoing program monitoring.</p> <p>Participate in the production/procurement of program resources inclusive of social media requirements.</p> <p>Participate in program evaluation and associated activities aimed at ensuring quality outcomes are archived.</p> <p>Provide regular statistical and other reports as requested within the templates provided.</p> <p>Ensure secure management of client data and client files and compliance with privacy policies and legislation.</p>

<p>Team & Organisational Activities</p> <p>Maintain positive working relationships with other team members and staff of other Programs.</p> <p>Work as a member of a multidisciplinary team with commitment to shared ideas and common goals.</p> <p>Participate in working groups and activities.</p>	<p>Contribute to and support positive team morale by actively and regularly participate in team planning activities and team meetings.</p> <p>Actively develop and maintain effective internal and external networks in a professional manner.</p> <p>Work collaboratively with and support other Nunkuwarrin Yunti colleagues and teams where required.</p> <p>Participate in internal working groups, committees and organisational activities where requested and/or willingly volunteer to contribute to organisational activities.</p> <p>Promote and present a positive image of Nunkuwarrin Yunti to other staff, clients and the community in general.</p>
<p>Professional Development</p> <p>Foster a professional counselling environment through delivering culturally safe services to Nunkuwarrin Yunti clients.</p>	<p>Attend professional development training courses related to effective delivery of the service objectives.</p> <p>Attend professional meetings as required such as reflective practice, multi-disciplinary, debriefings.</p> <p>Actively participate in workplace practice supervision meetings and other team meetings as required.</p> <p>Participate in training for self care and undertake regular performance development reviews.</p>

3. SELECTION CRITERIA

ESSENTIAL – includes qualifications, skills, experience and knowledge.

- Minimum of one year vocational experience in Health/Community Services related field sufficient to fulfil duties or Certificate III or higher in Aboriginal Primary Health Care, Community Recreation, Health Promotion or Population health.
- An understanding and knowledge of social, health and cultural issues effecting the Aboriginal and Torres Islander population in Adelaide and the great metropolitan region
- Well-developed written and verbal communication skills and the ability to communicate effectively with Aboriginal people and confidence in presenting to groups.
- Ability to liaise, network and negotiate with a range of human service organisations and government agencies.
- Self-confidence and the ability to work without direct supervision, exercising tact and confidentially as required.
- Demonstrate ability to effectively engage with diverse Aboriginal audiences, including young people, pregnant mothers and those living with respiratory related chronic disease
- Ability to set priorities and monitor own work flow.
- Ability to competently use computing software.
- Knowledge of Tobacco quit/cessation programs.
- Knowledge of Healthy Lifestyle choices and strategies related to Tobacco cessation strategies

DESIRABLE

- Knowledge and/or experience in participating in planning, marketing, facilitating and evaluating culturally appropriate community education, health promotion and social marketing activities that promote quitting, smoke-free environments and encourage attitudinal and behavioural change
- Previous experience working in community population health projects/programs that demonstrate best practice for Aboriginal and Torres Strait Islander people.
- Knowledge of Tobacco related Chronic Disease

4. APPOINTMENT CONDITIONS

Special Conditions and Status

1. Full time position, 38 hours per week.
2. The tenure in this position is subject to funding continuing.
3. Some out of hours work may be required.
4. Some intrastate travel may be required.
5. Appointment is subject to a satisfactory National Police Clearance Certificate.
6. Subject to 6 months satisfactory probationary period.
7. Salary Sacrifice, Superannuation Employer contribution.
8. Current SA Driver's Licence and willing to drive in the course of work activities.
9. Conditions of employment are in accordance with Nunkuwarrin Yunti of South Australia's Enterprise Agreement/Collective Agreement.

5. PERFORMANCE/SKILL STANDARDS

Performance will be measured and assessed against objectives set out during the performance agreement and in alignment with the job and person specifications for the role.

6. OCCUPATIONAL HEALTH AND SAFETY

Follow defined occupational health and safety legislation, and Nunkuwarrin Yunti's policies and procedures related to the work being undertaken in order to ensure own safety and of others in the workplace.

Take such action as is within your competence and responsibility to report or make recommendations to a higher level representative as you deem necessary, to avoid, eliminate or minimise hazards of which you are aware in regard to working conditions or practices.

Keep work areas in a safe condition and report any near accident, accident or injury, which arises in the course of your work.

7. EQUAL EMPLOYMENT OPPORTUNITY

Responsibility Statement

Contribute to the maintenance of a healthy, safe and equitable working environment by maintaining knowledge of and adhering to the principles and standards of Equal Employment Opportunity legislation that ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying and harassment.

Recognise that confidentiality will be abided by at all times in line with Organisational policy and respect the cultural sensitivity of all clients/customers of Nunkuwarrin Yunti of South Australia Inc.

Abide by the policies and procedures of Nunkuwarrin Yunti of South Australia Inc.

Making a Positive Difference to Aboriginal & Torres Strait Islander Peoples

Working Together

Fair

Accessible

Equitable

Culturally Appropriate

8. CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements for the job.

Duties and responsibilities for this position should not be considered definitive. Duties may be added, deleted or modified, in consultation with staff, as necessary.

Employee Statement:

As occupant of this position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name

Signature

Date

Job and Person Description Approval

PROGRAM MANAGER Name: Signature: Date approved: / /	CHIEF EXECUTIVE OFFICER Name: Signature: Date approved: / /
---	---