

Job Description	Tobacco Action Worker
Division:	Sector Development
Reports to:	Regional Tobacco Coordinator
Direct Reports:	NIL
Award / Agreements	Common Law Contract of Employment NES Fair Work Conditions
Approved by CEO	Approved by Des Martin 4 th April 2012. Updated 28/09/2012 & CEO Approved Updated 6/06/2013 & CEO Approved Updated 07/04/2014 & CEO Approved

1. MISSION STATEMENT

To lead the development of Aboriginal health policy, to influence and monitor performance across the health sector, to advocate for and support community development and capacity building in Aboriginal communities, to support the continued development of Aboriginal Community Health Services and to build the workforce capacity to improve the health, social and emotional wellbeing of Aboriginal People in Western Australia. A key role of AHCWA is to support, advocate for and provide quality services to our member Aboriginal medical services.

2. POSITION PURPOSE

The Tobacco Action Worker is accountable to the Sector Development Manager and will report to the Regional Tobacco Coordinator and is responsible for development, implementation and evaluation of Collaborative Activities Regarding Tackling Smoking.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health & Safety, Code of Conduct, Quality Improvement, Performance Management, Customer Focus and Confidentiality throughout the course of their duties.

3. BACKGROUND

The Regional Tackling Smoking workforce will work collaboratively with regional and local communities, relevant organisations and health workers to develop networks with and within Indigenous communities to encourage community support for local anti-smoking campaigns, smoking prevention and smoking cessation activities and events; and work together to develop local ways to change the culture of smoking and to reducing smoking rates amongst individuals, families and communities.

4. KEY CUSTOMER AND STAKEHOLDER RELATIONSHIPS

EXTERNAL

- Liaises with a variety of government agencies, stakeholder representative groups and community groups.

INTERNAL

- Maintains close working relationships with other officers and team members of the Aboriginal Health Council of WA.
- Given the range of tasks, this position has contact with most Aboriginal Community Controlled Health Services.

5. RESPONSIBILITIES OF THIS POSITION

Key Result Area	Position Responsibilities
DEVELOPMENT, IMPLEMENTATION & EVALUATION OF COLLABORATIVE ACTIVITIES REGARDING TACKLING SMOKING	<p>The Tobacco Action Worker will, under the guidance of the Regional Tobacco Coordinator:</p> <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; – Promote 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; – Participate in appropriate training and development programs and networking opportunities, including national conferences, workshops and seminars;



AHCWA

Aboriginal Health Council of Western Australia

	<ul style="list-style-type: none"> – 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 in the AHCWA; – Exemplify non-smoking and quit smoking behaviours; – Perform other duties as agreed between the AHCWA and the Department of Health and Ageing.
OTHER	<ul style="list-style-type: none"> – Participates in continuous quality improvement activities and applies quality improvement principles to all duties performed. – Attend workshops and training as required. – Attend and participate in Staff Development Days. – Identify and assist to reduce Work Health & Safety hazards and risks. – Follow the reasonable direction of Work Health & Safety representatives. – Contribute to the achievement of the objectives of AHCWA by providing a positive work environment.

6. COMPETENCY PROFILE FOR THIS POSITION

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

JOB SPECIFIC COMPETENCIES

General skills, experience and knowledge

ESSENTIAL:

- Ability to take direction, determine priorities and manage workloads in order to meet agreed timelines and objectives.
- Ability to work with Aboriginal and Torres Strait Islander communities and their leaders, respecting traditional culture, values and ways of doing business.

- Ability to work with other health professions and organisations.
- Knowledge of the health, social and emotional wellbeing needs of Aboriginal and Torres Strait Islander people.
- Good interpersonal, written and oral communication skills.
- Personal drive, ability to determine priorities, to work in teams and to manage workloads to achieve results.

DESIRABLE:

- Ability to deliver appropriate training and other programs to achieve reduction of tobacco usage amongst Aboriginal and Torres Strait Islander people.
- Qualification in the area of health sciences or education or equivalent experience.

PRACTICAL REQUIREMENTS:

- In most regions a current driver's license and willingness to drive is essential.
- Some work out of normal hours of duty may be required.
- Depending on the nature of the region, some travel on light aircraft may be required.
- Intra- and inter-state travel including overnight absences may also be required.

I certify that I have read and understand the responsibilities assigned to this position.

Name:	
Signature:	
Date:	