JOB DESCRIPTION FORM

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| Effective date of document; 1/8/2019 |  |
| Award ACCHS Admin |  |
| Award Type: Grade 4 |  |

**POSITION IDENTIFICATION**

Project Officer– Tackling Indigenous Smoking

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| **Title: Project Officer-TIS** |
| **Reports to:** Tackling Indigenous Smoking Regional Coordinator  **Supervision of** : Population Health Senior Manager |
| **Relationships – Internal**  Tackling Indigenous Smoking  Population Health  **External;**  KAMS Member Services |
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| **Duty Statement**  The Project Officer Tackling Indigenous Smoking (TIS) is responsible for the planning, and implementing smoking reduction and healthier choice activities across the KAMS remote clinics and communities.  Kimberley Aboriginal Medical Services is a smoke-free organisation and smoking is prohibited in and around all buildings, vehicles and grounds |
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| **Key Responsibilities**  • Design and implementation of local community awareness campaigns promoting the benefits of being smoke-free, developed in partnership with Aboriginal people in the communities of Beagle Bay, Bidyadanga and the Kutjungka  • Identification of smoke-free ambassadors in the communities of Beagle Bay, Bidyadanga and the Kutjungka to act as positive role models and healthy leaders  • Established processes that enable supportive and tailored referral of patients to smoking cessation support services in Bidyadanga, Beagle Bay and the Kutjungka including Quitline and NRT  • Training of remote clinical staff on self-management education, brief intervention and referral of patients who wish to change their smoking behavior, particularly chronic disease patients  • Increased support for staff working in remote clinics to conduct and evaluate group education around smoking cessation   * Population health approach in delivery of health education and activities to change smoking behaviors |

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| **Selection Criteria** |
| * Qualification in AHW, Community Development, Health Education, or related discipline * Must by physically fit with a qualification in health and fitness * Self-motivating and ability to organise own workload with minimal direction * Experience in development and facilitation of culturally secure health education projects * Demonstrated knowledge and experience with developing social media campaigns. * Demonstrated commitment to the principles of Aboriginal Community Control and demonstrated knowledge of cultural safety principles and practices * Current WA “C” class driver’s license or equivalent * Be prepared to travel widely and often by 4WD vehicle and light aircraft * Federal Police Clearance   **Desirable:**   * Experience working in an Aboriginal Community Controlled Health Organisation or an Aboriginal or Torres Strait Islander Community Organisation |

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| **Certification** |
| **The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.**  KAMS CEO  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  **As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**  Name of employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Appointed: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |

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| **About KAMS**  [**www.KAMS.org.au**](http://www.kamsc.org.au/) |
| KAMS (Kimberley Aboriginal Medical Services) is a regional Aboriginal Community Controlled Health Service (ACCHS) resource organisation providing a collective voice for a network of member ACCHS from towns and remote communities across the spectacular Kimberley region of Western Australia.  Our major role is in advocacy and support for our ACCHS members, in addition to KAMS being directly responsible for the provision of comprehensive primary health care in 5 remote Aboriginal community clinics at Balgo, Billiluna, Mulan, Beagle Bay and Bidyadanga. Our member ACCHS are based in Kununurra (OVAHS – Ord Valley Aboriginal Health Service), Halls Creek (YYMS – Yura Yungi Medical Service), Derby (DAHS – Derby Aboriginal Health Service) and BRAMS (Broome Regional Aboriginal Medical Service).  The KAMS Centre for Aboriginal Primary Health Care Training Education and Research provides a model of integrated health education, incorporating accredited training for medical undergraduates and postgraduates, pharmacy trainees and Aboriginal Health Worker trainees through to Advanced Diploma level.  KAMS is also responsible for the development and management of Renal Services for the Kimberley, including satellite dialysis services and support and coordination of local primary health care services in the provision of renal education and prevention, early detection and better management of established kidney disease and coordination of care for those in advanced stages of kidney disease.  The KAMS regional collective of ACCHS is a major employer in the Kimberley, with Aboriginal people representing more than 70% of its 300+ strong workforce.  KAMS's regional support includes:   |  |  | | --- | --- | | * Population Health * Social and Emotional Well Being * Health Promotion * Information Technology * Pharmacy Support and Training * Corporate and Financial Services | * Accredited Aboriginal Primary Health Care Training and Education * Research * Regional Renal Services * Undergraduate and Postgraduate Medical Training | |