



Puntukurnu Aboriginal Medical Service

Job Description Form (JDF)

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| Position Title: | Tackling Indigenous Smoking Project Officer |
| Reporting To: | Permanent |
| Award: | <i>Aboriginal Community Controlled Health Services Award 2020 (Cth)</i> |
| Award Classification: | Administrative Grade 5 |
| Hours: | 1.0 FTE 75 Hours per Fortnight |
| Direct Reports: | Nil |
| Effective Date : | 9 th December 2020 |
| Review Date: | 9 th December 2021 |

Position Overview

The Tackling Indigenous Smoking (TIS) Project Officer directly reports to and is accountable to the Community Health Programs Manager, and is responsible for the coordination, planning, development, implementation and evaluation of the collaboration between the Puntukurnu Aboriginal Medical Service (PAMS) and Wirraka Maya Health Service Aboriginal Corporation (WMHSAC) as part of the Tackling Indigenous Smoking – Regional Grants Program.

The PAMS component of the project has a focus on the Western Desert working with members of the Newman, Jigalong, Parngurr, Punmu and Kunawarritji communities, implementing, monitoring and evaluating strategies to reduce the level of smoking, and providing health information related to the risks associated with smoking including passive smoking.

Position Responsibilities

A. Project and Program Management

Provide sound project management of the TIS Program by:

- Reviewing, implementing and monitoring the interim TIS and final Action Plan as endorsed by the National Best Practice Unit for Tackling Indigenous Smoking (NBPUTIS);
- Working with the TIS improvement unit to inform and design the new population health approach TIS Program;
- Working with WMHSAC and other Project Officers to implement the new program;
- Coordinate the activities and provide support to other Tackling Indigenous Smoking (TIS) Program Officers within PAMS service delivery region;

- Gathering the best evidence available and incorporating it into the new model design and implementation;
- Ensuring that coordination of the Program is undertaken in a timely and efficient manner by utilising a range of project management applications and skills;
- In conjunction with the Community Health Programs Manager, ensuring that resources budgeted to the Program are expended according to allocated areas and in accordance with PAMS policies and procedures; and
- Organise annual community events to support the smoking prevention and cessation social marketing campaigns, drawing on grants available for this purpose.
- Collect and report data to assist in the evaluation of the Department of Health Indigenous Australia's Health Programs
- Ensuring that a constant review of the Program is undertaken to ensure that milestones and KPI's are met.

B. Monitoring Evaluation and Reporting

- Produce TIS action plans with a new model every year for implementation as per new funding guidelines and other requirements;
- Establish and maintain a relationship with the National Best Practice Unit for Tackling Indigenous Smoking (NBPUTIS);
- Develop and collate timely quality reports based on robust data collection and case studies e.g.: six monthly and annual reporting for the TIS Program;
- Ensure that PAMS complies with all project reporting requirements throughout the life of the project; and
- Undertake a leadership role in monitoring the collaboration with WMHSAC on the Program.

C. Community Engagement and Stakeholder Management

- Identify and develop networks at a local regional, state and national level with respect to tackling indigenous smoking;
- Identify and develop networks in the communities within the PAMS service delivery region, to promote and enhance the program and avoid duplication;
- Develop an annual calendar of key events and opportunities to coordinate and undertake health promotion events such as local sports carnivals and health forums;
- Identify and coordinate regional activities to lead or support with respect to reduction or quitting of smoking; and
- Identify and work with stakeholders regarding community owned strategies to reduce the incidence of smoking including the development of community policies.

D. Clinical/Technical Support

- Identify and implement a range of strategies and interventions that support the prevention of smoking, reduction of nicotine use or cessation of smoking and the application of these strategies to the remote communities;
- Work in collaboration with PAMS clinical staff to consider interventions and nicotine withdrawal management; and
- In conjunction with other stakeholders and service providers, develop mechanisms to provide health promotion information to different age groups and tailor messages accordingly i.e. young mothers, young children, young adults

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, Client Focus and Confidentiality throughout the course of their duties.

General Responsibilities

1. Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values.
2. Comply with all organisational policies and procedures.
3. Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
4. Attend and participate in professional development activities including workshops and training as required.
5. Actively participate in continual quality improvement and the organisation's quality management system.
6. Comply with all applicable legislation including duty of care laws, professional standards, anti-discrimination, bullying and sexual harassment legislation
7. Attend and participate in Employee Development Days.
8. Participate and comply with all Work Health & Safety responsibilities as per the *Occupational Safety and Health Act 1984 (WA)*.
9. Identify and assist to reduce Work Health & Safety hazards and risks.
10. Follow the reasonable direction of Work Health & Safety representatives.

SELECTION CRITERIA

ESSENTIAL:

- An understanding and a commitment to the principles of Primary Health Care, Health Promotion and Community Development.
- Demonstrated experience in project management including monitoring, reporting and evaluation.
- Demonstrated ability to plan, develop, implement and evaluate health programs in a remote primary health setting.
- Understanding of the health, social and emotional wellbeing needs of Aboriginal and Torres Strait Islander people.
- Knowledge of smoking prevention and cessation programs.
- Demonstrated ability to communicate effectively and sensitively with Aboriginal people including providing health promotion events, group activities and one on one counselling.
- Experience, skills and knowledge working in a multidisciplinary team, including teamwork and conflict management.
- Excellent interpersonal, written and oral communication skills.
- Demonstrated organisational and time management skills along with an ability to adapt to changing needs.
- Sound working knowledge of computer software packages, i.e. Microsoft Office.

DESIRABLE:

- The person identifies as Aboriginal and/or Torres Strait Islander and is acknowledged as such by their community;
- Tertiary qualifications in the area of health sciences or education or equivalent experience.

APPOINTMENT FACTORS

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| Location: Based in Newman with regular travel within the Pilbara Region. | Accommodation: Nil |
| Allowances/Conditions: <ul style="list-style-type: none">• Employment is conditional pending the outcome of the Federal Police Clearance, WA Working With Children Check and where required comply with legislative checks• Unencumbered 'C' class Manual Driver's Licence | Specialised Equipment Operated: Ability and willingness to drive 4WD vehicles |

ACKNOWLEDGEMENT

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

| Name | Signature | Date Appointed | Date |
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