

Job Description	Tackling Indigenous Smoking Educator
Division:	Tackling Indigenous Smoking Program
Reports to:	Tackling Indigenous Smoking Coordinator
Direct Reports:	1
Award / Agreements	Common Law Contract of Employment NES Fair Work Conditions
Approved by CEO	Endorsed by CEO (Deborah Woods) – 03/08/2016 Updated and Endorsed by CEO – 03/09/2018 Updated and Endorsed by CEO – 21/09/2021

1. MISSION STATEMENT

GRAMS mission is to provide high quality and progressive health care to Aboriginal people.

POSITION PURPOSE

To improve the health of Aboriginal people by providing population health approach, health promotion and education to encourage smoking prevention and cessation in support of the Tackling Indigenous Smoking Program.

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.

2. 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 GRAMS.
- Given the range of tasks, this position has contact with most Aboriginal Community members.

3. RESPONSIBILITIES OF THIS POSITION

Key Result Area	Position Responsibilities
DUTIES	<ul style="list-style-type: none"> – Increase leadership and advocacy role of community members in tobacco cessation. – Increase understanding by community of quitting pathways and the health impacts of smoking. – Develop ways to change the culture of smoking and reduce

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	<p>smoking rates amongst individuals, families and communities locally and remotely.</p> <ul style="list-style-type: none"> - Improve access to culturally appropriate support to quit. - Implement local and remote health promotion activities e.g. community forums, supporting creation of smoke free homes and workplaces, sharing information about smoking, benefits of cessation and benefits of smoke free environments. - Promote and support a smoke free workplace at GRAMS and external stakeholders. - Assist the Tackling Indigenous Smoking Coordinator in the delivery of smoking cessation, social marketing campaigns and community events in the Geraldton and Midwest regions. - Deliver smoking cessation and support programs appropriate to the worker's qualification level to Aboriginal and Torres Strait Islander people and refer people to other health professionals as appropriate. - Monitor and calibrate smokerlizers. - Record each client encounter/including non-client contact in Communicare and completes internal referrals in a timely manner. - Train and assist other GRAMS staff on the use of smokerlizers. - Update and monitor the inventory of TIS resources, and complete a stock take of resources half yearly. - Assist the TIS Coordinator in the planning and development of proposed events, making sure all resources are accounted for. - Collect and record data for the Tackling Indigenous Smoking (TIS) Action plan and Indigenous Australia Health Program (IAHP) funding progress report as required or necessary. - Assist in ensuring all funding Key Performance Indicators (KPI) are met.
<p>PROFESSIONAL DEVELOPMENT</p>	<ul style="list-style-type: none"> - Undertake a program of ongoing learning and development and participate in appropriate training programs and networking opportunities, including national conferences, workshops and seminars. - Exemplify non-smoking and quit smoking behaviors.

OTHER	<ul style="list-style-type: none"> – Perform other duties as required or requested by GRAMS CEO or manager. – Participates in continuous quality improvement activities and applies quality improvement principles to all duties performed. – Attends 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 GRAMS by providing a positive work environment.
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4. COMPETENCY PROFILE FOR THIS POSITION

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role.

JOB SPECIFIC COMPETENCIES

General skills, experience and knowledge

ESSENTIAL:

- Ability to work with Aboriginal and Torres Strait Islander communities and their leaders respecting traditional culture, values and ways of doing business.
- Understanding of 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 and to manage workloads to achieve results.
- Ability to take direction determines priorities and manages workloads in order to meet agreed timelines and objectives.
- Provide First Aid Certificate.

DESIRABLE

- Knowledge and experience of Aboriginal culture, health and related issues in the Geraldton, Midwest and Murchison regions.

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- Be a member of the Aboriginal community (Section 50D, Equal Opportunities Act)

PRACTICE REQUIREMENTS

- You need to obtain a Police Clearance.
- A current Working with Children Clearance or able to obtain one.
- A current unrestricted vehicle driver's license.
- You can be tested for having used drugs at any time.

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

Name	
Signature	
Date	