



Position Title:	Tobacco Action Officer
Supervisor:	Team Leader – Community Programs
Program:	Tackling Indigenous Smoking
Classification:	Health Professionals and Community Services Grade 2
Salary Range:	HPCS 2.1 – 2.4 Base Salary: \$64,356 - \$69,260 Total Salary: \$71,769 - \$77,238 (Note: Total salary includes leave loading and superannuation)
Location	Binyolkga Centre, Darwin
Date Reviewed	April 2021
Contract Length:	12 Months

### SUMMARY OF POSITION:

The Tobacco Action Officer's primary responsibility is to deliver smoking cessation support services and programs to Indigenous people in the Darwin Region including in clinic and outreach settings.

In addition the Tobacco Action Officer will contribute to the delivery of the smoking and other Deadly Choices healthy lifestyle modules in school, academy, bush camp and other settings to young Indigenous people as well as school and community event-based health promotion and education activities.

Staff at this level work under limited direction and guidance while working as part of the Tackling Indigenous Smoking program.

### OVERVIEW OF DANILA DILBA HEALTH SERVICE (DDHS) AND THE WORK ENVIRONMENT

#### Background

Established in 1991, Danila Dilba Health Service (DDHS) is a community-controlled organisation providing comprehensive primary health care services to Biluru communities in the Yilli Rreung Region of the Northern Territory.

The mission of DDHS is to improve the physical, mental, spiritual, cultural and social wellbeing of its clients through innovative comprehensive primary health care programs that are based on the principles of equity, access, empowerment, community self-determination and inter-sectoral collaboration.

### PRIMARY RESPONSIBILITIES:

#### Strategic Imperatives

- Awareness and understanding of DDHS strategic plan
- Contribute to the development and implementation of strategies designed to meet organisational objectives.

#### Program Delivery

- Deliver a smoking cessation and support program appropriate to the officer's skill level to Indigenous people in clinic and outreach settings.
- Deliver the smoking and other Deadly Choices healthy lifestyle education modules to young Indigenous people in school, academy, bush camp and community settings.
- Deliver health promotion and education information and activities at school and community events.
- Participate in influencing smoke free households particularly in those where children reside.
- Assist the Senior Program Officer Tackling Indigenous Smoking to deliver tobacco control social marketing campaigns and events.
- Influence and engage with the Tackling Indigenous Smoking National Best Practice Unit to ensure effective smoking control outcomes for DDHS clients.

- Undertake training and attend workshops, etc, designed to increase the effectiveness of the delivery of DDHS's Tackling Indigenous Smoking program.
- Collect data both in Communicare and excel formats to inform the evaluation of the effectiveness of the Tackling Indigenous Smoking program and quit smoking behaviours.
- Role model no smoking behaviour.

### **Human Resource Management**

- Participate in cross-cultural education as well as assist and participate in staff induction and orientation.
- Participate in work partnership agreements.
- Participate in relevant training and professional development activities to further enhance skills and knowledge required for the position.

### **Communication and Teamwork**

- Maintain a positive work environment along with harmonious and cooperative relationships with fellow employees, management and clients.
- Ensure all interactions with clients and staff show appropriate responses to their needs and demonstrate the application of DDHS' code of conduct.
- Contribute to the efficient and effective functioning of the workplace in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours and providing assistance to team members as required.
- Be responsible to maintaining your own professional work ethics and participate in staff meetings in a constructive manner.

### **Reporting**

- Accurately report against the DDHS business and operational plan, and against external KPI's meeting deadlines.
- Report on service and audit data as required.
- Assist in the preparation of reports, briefings and related communications as required.

### **Safe Practice and Environment**

- Conduct all activities in a manner consistent with DDHS' Work, Health and Safety policy and procedures.
- Proactively address WH&S hazards, incidents and injuries and adhere to infection control processes.
- Regularly monitor and review practices and the work environment to ensure a healthy and safe workplace in accordance with DDHS policies and procedures and legislative requirements.

### **Quality**

- Actively participate in DDHS' Continuous Quality Improvement (CQI) processes to ensure improved quality and service delivery outcomes
- Implement and follow the DDHS incident and complaint investigation policies to ensure feedback drives service delivery improvements.

### **Information Management**

- Comply with DDHS Privacy and Confidentiality of Health Information Policy.
- Ensure all documentation, records management and the information system database are maintained and completed in accordance with established standards, policies and protocols.

### **Organisational Responsibilities**

- Adhere to all organisational policies, procedures, standards and practices e.g. Work Partnership Agreement; information and records management; confidentiality
- Act only in ways that advance DDHS objectives, values and reputation; and with honesty, integrity and good faith at all times
- Other duties as required, consistent with skills and experience, as directed by the Supervisor.

**SELECTION CRITERIA:****Essential:**

1. Demonstrated ability to interact and communicate with Aboriginal people from diverse backgrounds, with sensitivity to Aboriginal culture, history and current social impacts on them;
2. Demonstrated strong organisational skills to plan, manage and prioritise tasks and resources to deliver outcomes within time and budget considerations;
3. Ability to work independently and in a team environment, cope with pressure and able to meet tight timelines;
4. Sound public speaking skills or confidence to speak publicly to large groups;
5. The ability to interact and effectively engage with a range of administrative staff, medical practitioners, nurses, and other health professionals and external agencies;
6. Demonstrated computer skills especially in the use of client information systems or similar.

**Desirable:**

1. Experience working in the Aboriginal Community Controlled Health sector;
2. Completed training such as “Quit Educator” and / or “Brief intervention” and / or “Quit Counselling”;
3. Certificate qualifications in Community Services or equivalent.

**Appointment Factors: (Appointment is subject to)**

1. Willing to undergo a Police Check;
2. Ability to obtain a Working with Children Clearance;
3. Current NT Driver’s Licence, and
4. Current First Aid and/or CPR certificate or the preparedness to gain one.

**Approved:****Rodger Williams****Head of Operations**

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Reviewed by:	Approved	Changes
Team Leader – Community Programs, April 2021		Supervisor Primary responsibilities – updated wording across standard areas
Senior Program Officer (Tackling Indigenous Smoking), September 2018	CEO, November 2019	Remuneration – EBA Primary responsibilities – updated wording across standard areas Approval Signatory
Senior Program Officer (Tackling Indigenous Smoking), September 2018	a/ Deputy Chief Executive Officer, September 2018	Remuneration – EBA Primary responsibilities – updated wording across standard areas Approval Signatory