



**Victorian Aboriginal Community Controlled Health Organisation
(VACCHO)**

Position Description

Title:	State-wide Tobacco Co-ordinator
Unit:	Public Health and Research Unit
Reports To:	PHRU Manager
Salary:	Up to \$70,000 VACCHO offers attractive salary packaging options.
Time Fraction:	Full-time
Employment Status:	12 months maximum term with possibility of extension
Location:	17-23 Sackville Street, Collingwood

Organisational Overview

VACCHO was established in 1996 and is the Peak body for Aboriginal Health in Victoria representing Aboriginal Health Services (VACCHO Member Organisations) throughout Victoria. Each member is an Aboriginal Community Controlled Health Organisation delivering primary health services to their local community. Our role is to advocate, educate and promote the philosophy of community control and to develop policy and strategies which promote Aboriginal Health Rights, Community Control and physical, spiritual and emotional wellbeing.

VACCHO Strategic Goals

- Quality Workforce
- Quality Services
- Quality Infrastructure
- Quality Partnership & Networks
- Aboriginal Cultural Qualities

Unit Overview

The Public Health and Research Unit has been established to assist Aboriginal community controlled services to prioritise public health approaches within their primary health care service delivery and to strengthen service level responses to public health issues, such as chronic disease, communicable disease and environmental health.

PHRU Vision

The purpose of the VACCHO PHRU is to:

Lead the way in public health and research through increased use of evidence based planning and practice;

Empower VACCHO members with culturally relevant resources and information to improve health outcomes for local Communities;

Embed public health principles and approaches across VACCHO, as an authority on Aboriginal Health;

Ensure we sustain the Public Health and Research Unit profile and capacity; and

Support culturally appropriate Aboriginal Community driven priorities.

The goals of the VACCHO PHRU are:

- Goal 1. Use evidence base for planning and action;
- Goal 2. Support members and VACCHO by translating and disseminating evidence;
- Goal 3. Contribute to the evidence base through research and evaluation;
- Goal 4. Advocate for research and public health programs to fill the gaps;
- Goal 5. Build capacity of VACCHO, VACCHO members, government and mainstream around Aboriginal public health; and
- Goal 6. Quality management of PHRU.

Role Overview

The role will be responsible for undertaking State-wide co-ordination of initiatives as it relates to achieving the key result areas against the program deliverables relating to tackling Smoking of Aboriginal people.

Key Responsibilities:

1. Liaise with the Tackling Smoking workforce within Victoria to reduce the incidence of tobacco smoking in Aboriginal and Torres Strait Islander (Aboriginal) communities.
2. Identify, implement and evaluate harm reduction models and strategies that support Aboriginal communities to reduce smoking rates.
3. Play a key role in evaluating Aboriginal Tobacco Control Initiatives using Member service level data where appropriate, to ensure successful evidence based programs are translated into improved services on the ground.
4. Advocate the importance of best practice approaches to reduce smoking in Aboriginal families, communities and workplaces.
5. Prepare a report, attend and present at the quarterly *Best Practice Forum for Aboriginal Tobacco Control*, co-chaired by DHHS and VACCHO.
6. In consultation with DHHS, co-ordinate an annual workshop for Aboriginal Tobacco Action Workers and other key stakeholders to share best practice information and models.
7. Collaborate and form networks with key stakeholders on Aboriginal tobacco control eg. QUIT, CEITC, Department of Health Central Office and its Regional Offices, and Aboriginal Community Controlled Health Organisations.

8. Take a lead role in the development of Aboriginal Tobacco Program Initiatives within VACCHO (Tackling Smoking Program) which aims to compliment the broader National COAG priority of Closing the health Gap of Aboriginal people, and the Commonwealth funded Regional Tobacco and Healthy Lifestyle program.
9. Working in collaboration with others within VACCHO to improve organisational capacity and promote opportunities for broader involvement in holistic prevention activities with an emphasis on tobacco harm and maintain a strong link to the other Aboriginal Tobacco Action Workers within Victoria.
10. Develop evidence based programs and support Aboriginal Tobacco Action Workers who will deliver education and smoking cessation programs with identified target groups in and around Victoria.
11. Work in collaboration with the VACCHO Tackling Indigenous Smoking, (TIS) program team.
12. Work together with the QUIT Aboriginal Tobacco Control Program Coordinator, to implement a joint partnership work plan and activities.
13. Regular attendance and participation at PHRU meetings, VACCHO staff and other meetings
14. Undertake other duties which are appropriate to the level of the position, as directed by the Director or Manager of PHRU

Other Job Related Information

A current Victorian Drivers Licence is essential as travel is required.

A Police Check is required prior to commencement.

OHS

VACCHO requires compliance with the *Victorian Occupational Health and Safety Act 2004* and all the rules, regulations and relevant Codes of Practice.

Equal Employment Opportunity

VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait Islander people to apply. Selection will be based on assessing an employee's future capabilities alongside the skills, knowledge, past performance and other personal qualities relevant to the initial work assignment.

Quality

VACCHO has adopted the ISO 9001 quality improvement standard as its accreditation benchmark and is committed to maintaining ISO 9001 accreditation as its benchmark for quality systems.

All Employees are required to participate in the continuous improvement at VACCHO and are required to understand and perform their responsibilities in relation to quality in their daily work and to ensure compliance with all statutory and quality related requirements.

VACCHO is a Smoke Free Workplace.

Selection Criteria

Skills and Experience

- Understanding of, and commitment to Victorian Aboriginal culture and a commitment to the concept and practice of Aboriginal community control and self-determination.
- Demonstrated ability to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream health organisations.
- Experience in health promotion and program/project management.
- Understanding of translational research, harm reduction and the impact of social determinants on health.
- Demonstrated knowledge of, and understanding of Smoke free policies, smoking related issues and smoking cessation support, specifically how they affect Koori communities.
- Sound knowledge and understanding of the health issues that affect Aboriginal Australians, including the underlying factors related to health disadvantage and chronic conditions in the Victorian Aboriginal community.
- Demonstrated experience in planning, developing, implementing and evaluating health programs and/or projects.
- Demonstrated understanding of roles and responsibilities of staff in Aboriginal Community Controlled Health Organisations
- Excellent interpersonal skills to liaise with a broad range of people and develop, maintain and enhance partnerships and relationships with key stakeholders is required.

Desirable

- Identify as Aboriginal and or Torres Strait Islander.
- Relevant qualifications and/or experience in Aboriginal health contexts.
- Experience with implementing and evaluating best practice health programs within an Aboriginal health service or community environment.

Position Description Acceptance

I _____ (Incumbent Name) have read and, understood the above Position Description and agree to carry out the duties listed in my position description

SIGNED by the EMPLOYEE

.....
Signature: Name:/...../..... Date:

SIGNED by the MANAGER

.....
Signature: Name:/...../..... Date: