



Position Description

Title:	Tackling Indigenous Smoking Coordinator
Unit:	Public Health and Research Unit
Reports To:	Director, Public Health and Research
Salary:	Up to \$70,000.
Time Fraction:	Fulltime 1.0 EFT
Employment Status:	12 months maximum term with possibility of extension.
Location:	17-23 Sackville Street, Collingwood 3066

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

- Aboriginal Cultural Qualities
- Quality Workforce
- Quality Services
- Quality Infrastructure
- Quality Policy development and advocacy
- Quality Partnership & Networks

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

Coordinate a Western District ACCO consortium to support the maintenance and ongoing of a Tackling Indigenous Smoking workplan in accordance with Commonwealth Health guidelines and the identified needs and activities across the consortium and within VACCHO. The aim is reduce the rate of smoking within Aboriginal communities serviced by these ACCOs. This will be evaluated through identified evidence based and/or best practice community health promotion programmes specific to each community. A regional programme will also be developed to ensure consistency of messaging, and to identify themes and successes. A specific health data portal will be developed for access by the consortium ACCOs so that they can view, compare, analyse and measure their progress against pre-determined targets. The programme will also identify broader smoking harm reduction and smoking cessation strategies and activities with an emphasis on high risk cohorts, reducing smoking in the home, around children and encouraging pregnant women to quit smoking during their pregnancy and supporting them to continue smoking cessation after delivery.

Key Responsibilities

1. Develop a strong working and professional relationship with key staff at each of the ACCOs within the consortium and with community members where appropriate;
2. Work with the ACCOs within the consortium to progress strategies and activities within their defined workplan that will support the reduction of smoking within the community;
3. Assist ACCO staff within the consortium in coordinating community, local area and regional forums/events that engage community members in smoking cessation and harm reduction activities;
4. Work with relevant staff within VACCHO to maximise knowledge transfer and to better support the Tackling Indigenous Smoking workplan activities and evaluation;
5. Collaborate with the National Best Practice Unit (NBPU), CIRCA, and other key stakeholders to develop a monitoring and evaluation framework, and appropriate key performance indicators and outcomes;
6. Assist ACCO staff to develop an evaluation framework that underpins and measures the impact of their activities on reducing the rate of smoking within the community, and informs the national evaluation key performance indicators and framework;
7. Assist ACCO staff within the consortium to develop community resources, education and health promotion programmes that provide meaningful, culturally relevant information and messages to support smoking cessation or reduction in smoking by community members;
8. In collaboration with PHRU Director and Manager, manage the budget for all regional costs including staff, infrastructure, equipment, training, activities, community events, regional meetings and resources;

9. Prepare all reports required by Government within the designated contractual timeframes and undertake any other key tasks as directed by the Director or Manager, PHRU.

Key Standards Required Within VACCHO

OHS

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

VACCHO is a Smoke Free Workplace.

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 statutory and quality related requirements.

Statement of Principles, Values and Ethics

All employees are expected to adhere to VACCHO's core values and principles:

- Empowerment
- Respect
- Confidentiality
- Teamwork/collaboration
- Integrity
- Commitment
- Compassion
- Optimism

Other Employment Related Information

In most regions a current driver's licence and willingness to drive is essential. Some work out of normal hours of duty may be required. Depending on the nature of the region, some travel on light aircraft may be required. Intra- and inter-state travel including overnight absences may also be required.

Other conditions required-

- A National Police Records Check is required as a condition of employment.
- A working with children check is required.
- Must not be a smoker.
- A Victorian Drivers Licence is required.

Key Selection Criteria

- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control;
- Demonstrated ability to work or learn to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as non-Aboriginal health organisations and service providers;
- Knowledge and understanding of, or the ability to acquire knowledge of the issues affecting the health of Aboriginal Australians, particularly in relation to tobacco, smoking and smoking related health conditions;
- Demonstrated experience of strong project management, budget management and financial reporting skills;
- Ability to manage the delivery of appropriate training, support and advice with the aim of reducing tobacco usage amongst Aboriginal and Torres Strait Islander health professionals;
- A demonstrated understanding of program evaluation models and frameworks;
- Knowledge of, or experience with using Patient Information and Recall Systems (PIRS), (specifically, Communicare, Best Practice and Medical Director) or data aggregation tools such as PENCAT;
- Ability to identify systematic themes and develop appropriate strategies for broad implementation of best practice service delivery models;
- Knowledge of state and national tobacco strategies, key stakeholders and current translational research, including harm reduction approaches to reducing smoking in Victorian Aboriginal communities;
- Excellent interpersonal and oral and written communications skills to liaise effectively with a wide range of people at all levels. An ability to develop and maintain effective working relationships, characterised by co-operation, trust and mutual respect;
- Demonstrated initiative, self-motivation and accountability with proven ability to take responsibility for own actions;
- A flexible approach, with strong organisational and planning skills, including the ability to effectively manage time and workload, prioritise tasks, and meet changing circumstances, competing demands, interruptions and deadlines;

Desirable

- Identify as Aboriginal and/or Torres Strait Islander.
- Minimum Certificate IV qualification in a relevant discipline (including units on smoking cessation) or when fully trained.

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

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Signature:

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Name:

...../...../.....
Date:

SIGNED by the MANAGER

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Signature:

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Name:

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Date: