



Central Australian Aboriginal Congress
Aboriginal Corporation
Position Description

Equity and Social Justice • Respect • Recognition • Resourceful • Responsibility • Relationships



Position:	Tackling Indigenous Smoking (TIS) Officer (PN844)
Division:	Public Health Division
Section:	Health Promotion
Salary Level:	GOL6
Position Reports to:	Tackling Indigenous Smoking (TIS) Team Leader
Location:	Alice Springs, with remote travel
Last Review:	April 2024
Eligibility:	MALE ABORIGINAL IDENTIFIED POSITION

Role Description

The TIS Officer is responsible for implementing local health promotional activities with a focus on tackling indigenous smoking/vaping initiatives.

Team Description

This role will sit within the Health Promotion section of the Public Health Division and reports to the TIS Team Leader.

Congress provides a comprehensive primary health care service to Aboriginal people in Alice Springs and nearby remote communities. Further information is available at www.caac.org.au.

Responsibilities

MAIN DUTIES (This is not a comprehensive list of all duties required of the position)	<ul style="list-style-type: none">• Work with other health promotion staff to design, implement and monitor Congress health promotion projects• Delivery of key tobacco/vaping messaging to Congress, clients, communities and staff• Promotion and delivery of Congress services and programs to community members and leaders• Collect, analyse and report data to assist in the evaluation of the TIS program and to determine the effectiveness of the TIS program• Support TIS Team Leader and Health Promotion Manager to ensure reports are developed• Support the development of TIS Population Health group activities• Undertake other duties (and training) that are safe, legal, logical and responsible while being within the limits of employee’s skill, competence and training, consistent with the position classification• This position requires work outside of business hour and day and/or overnight travel to remote communities
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WORK ORGANISATION (Planning and coordination)	<ul style="list-style-type: none"> • This position requires the ability to work both autonomously and in team settings • This position works directly within under Health Promotion team in the Tackling Indigenous Smoking Program, supporting the key messages of other programs such as Right Tracks. • Be an active team member and support a service-based work culture showing commitment to the organisation's strategy, mission, vision and values outlined by the board. • Take all reasonable steps to support the employment, professional development and promotion of Aboriginal people across all parts of Congress.
WORK HEALTH AND SAFETY	<ul style="list-style-type: none"> • Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts and omissions in the workplace. • Work in accordance with Congress' WHS policy, the WHS Act, Regulations and Code of Practices. • Ensure WHS non-conformances or incidents/injuries are notified.
VALUES AND BEHAVIOURS	<ul style="list-style-type: none"> • Conduct all work in line with Congress values which are: Equity and Social Justice, Respect, Recognition, Resourceful, Responsibility, Relationships. • A non-smoker and lead by example within the community/communities. • Apply the cultural framework and adhere to community specific protocols in all aspects of work with Congress. • Apply strict confidentiality practices and guidelines to all patient, client, personal and commercially sensitive information.

Person Requirements (Qualifications & Attributes)

ESSENTIAL

1. Is of Aboriginal descent; identifies as a Male Aboriginal person; and is accepted as an Aboriginal person by the Aboriginal community.
2. Qualification to Diploma level in health promotion or public health or extensive relevant experience.
3. Experience in developing and maintaining effective networks, alliances and relationships with families, individuals, communities and other health sector organisations.
4. Demonstrated ability to effectively develop, deliver population health activities, evaluate and report on projects and programs effectively
5. Demonstrated ability to use a computer and its applications at a high standard
6. Current NT Drivers Licence or the ability to obtain
7. Be a non-smoker with the willingness to adhere to the Congress Smoke Free Workplace Policy.
8. Willingness, ability and appropriate levels of health and fitness to travel to and work from remote locations.

DESIRABLE

- 1. Demonstrated experience working in a cross-cultural environment.
- 2. Experience in delivery of programs within a health-related industry.

Appointment Conditions

- Employment with Congress is conditional on the employee providing NT Working with Children Check (Ochre Card), Satisfactory Criminal History Check.
- Employee interaction with residents within communities will be taken into account as part of the final performance assessment during the probation period.
- Persons being considered for a position with Congress may be required to undergo a pre-employment medical examination and drug screen to determine fitness to perform nominated duties.
- This position is only open to Aboriginal applicants. The filling of this position is intended to constitute a special measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s 57 of the Anti-Discrimination Act 1996 (NT)

Position Description Authorised by: Dr John Boffa April 2024

Chief Medical Officer - PUBLIC HEALTH DIVISION

ACKNOWLEDGEMENT

I have received a copy of the Position Description and have read and understand its contents.

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Employee Name	Signature	Date
_____	_____	_____
Supervisor Name	Signature	Date