



Position Description

Position Identification			
Position Title:	Smoking Cessation Facilitator		
Direct Reports	0	Indirect Reports:	0
HRIS Position Number:	2056	Effective Date:	April 2021
Location:	Brunswick/Other sites dependent on client demand		
Scope of Practice:	Not Applicable		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification: *HR Use Only	Victorian Stand Alone Community Health Centres, Health Professionals Multi-Employer Agreement <ul style="list-style-type: none"> • Physiotherapist, Grade 2 • Occupational Therapist, Grade 2 Social and Community Services Employee, Multi-enterprise agreement 2017 <ul style="list-style-type: none"> • SACSE Level 4 		
Organisational Context			
Divisional:	Aged and Primary Care		
Program:	Prevention and Complex Care	Unit: Prevention & Chronic Illness Care	
Organisational Chart	<pre> graph TD GM[General Manager Aged & Primary Care] --> M[Manager Prevention & Complex Care] M --> TL[Team Leader, Prevention & Chronic Illness Care] TL --> SCF[Smoking Cessation Facilitator] </pre>		
Position Summary			
<p>The Smoking Cessation Facilitator funded under the Community Health (CH) program provides a proactive smoking cessation service to community health eligible clients at risk or with established chronic disease.</p> <p>The primary objective of this position is to provide individual counselling in a smoking cessation clinic which targets people who wish to cease smoking, especially those with an established chronic disease. This position will also participate in group programs according to service development need.</p> <p>There is also an expectation that the smoking cessation facilitator contributes to the development and evaluation of the smoking cessation service, and liaises with key stakeholders and referrers.</p> <p>The Smoking Cessation Facilitator will interact collaboratively with all stakeholders to ensure appropriate and coordinated care delivery, client review and timely discharge planning.</p> <p>The Smoking Cessation Facilitator will also work collaboratively within a multidisciplinary team environment to</p>			



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provide holistic, client focussed assessment, care planning and self-management support. This will assist in identifying the needs of the client and carer and their capacity for self-management.

Position Accountabilities

Responsibilities

Clinical

- Provide an individual counselling service to clients that support the cessation of tobacco smoking, using an integrated addiction counselling model.
- Use specialist smoking cessation assessment skills to identify the clients individualised needs and respond to these effectively and appropriately.
- Develop and monitor individualized goal directed care plans with clients to assist clients 'in achieving their goals.
- Ensure health education and advice is based on evidence based practice, is a significant component of each client contact and includes a self-management approach, general support, referral and advocacy.
- Refer to relevant members of the multidisciplinary team based on client needs.
- Liaise with other professionals involved with client management and participate in collaborative care planning and case conference if applicable.
- Develop and sustain partnerships with internal and external providers (e.g. GPs, pharmacists, community groups) to develop referral pathways, improve continuity and coordination of services.
- Educate/upskill other Merri Health staff on Smoking, Smoking Cessation and, where appropriate, the 5A Framework
- Develop, plan, implement and evaluate the Merri Health Smoking Cessation Program
- Creating linkages with vulnerable population groups, organisations and agencies supporting these clients
- to encourage the early identification of need and early support for clients in smoking cessation
Build capacity and knowledge in Smoking cessation relevant to scope of practice within Merri Health and with external stakeholders

General

- Maintain and enhance professional knowledge and technical skills by keeping up to date with new developments and relevant records.
- Undertake any reasonable additional tasks or duties as directed by Merri Health and consistent with an employee's level of skill, competence and training.
- Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations.
- Provision of high quality, evidence based services for all clients consistent with accepted professional and organizational policies and procedures.
- Ensure that services are provided in a manner respectful of the languages, literacy levels, cultural beliefs and practices of our clients.
- Accurately record data as required by agency and funding bodies, and ensure timely follow up on data quality reports as requested by the Team Leader.
- Support multidisciplinary student placements.
- Adhere to Occupational Health and Safety standards within the organisation to ensure a safe work place.
- Adhere to the Organisational and Program policies and procedures.
- Support and supervise the practice of Allied Health Assistant staff (if required)
- Participate in project work in conjunction with other relevant health



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	<p>professionals.</p> <ul style="list-style-type: none"> • Participate in relevant networks and forums and maintenance of links with key external agencies. • Undertake professional development activities to maintain and enhance skills. • Participate in development of annual work plan and ensure activities are carried out as outlined. • Attend service unit meetings, staff meetings and other organisational meetings as required. • Contribute to a positive culture within the Prevention and Complex Care Program and foster a multidisciplinary approach to client care. • Undertake an active learning approach to maintain and enhance professional skills. • Utilise self-reflection, supervision and client feedback to identify and address individual training and development needs, particularly with regards to clinical skills development. • Practice complies with AHPRA/delegated scope of practice.
<p>Safety and Risk</p>	<p>Occupational Health & Safety (OHS)</p> <ul style="list-style-type: none"> • All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with Merri Health’s OHS Frameworks. <p>Physical Inherent requirements (PIR)</p> <ul style="list-style-type: none"> • Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions • Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes • Sound upper limb joints, with the ability to withstand repetitive upper limb activity • May be required to occasionally lift and carry items weighing up to 10kgs <p>Quality & Risk</p> <ul style="list-style-type: none"> • Be proactive in risk identification, notification and management. • Comply with Merri Health’s policies and procedures • Participate in quality improvement activities and engage clients in these activities when relevant. <p><i>Merri Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the GLBTIQ community to join our workforce.</i></p>
<p>Capabilities</p>	<p>All employees are expected to align their behaviours and utilise capabilities (or ‘soft skills’) in line with our organisational values and the level of responsibility of the position. The capabilities for this position can be found within Merri Health’s Capability Matrix.</p>
<p>Key selection criteria</p>	
<p>Essential</p>	<ul style="list-style-type: none"> • Qualification and registration in a relevant allied health, social work or counselling field. • Experience and/or training in working with people with addictions in a



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	<p>healthcare environment.</p> <ul style="list-style-type: none"> • Detailed knowledge of smoking prevention and cessation practices and how to apply them • Demonstrated and applied understanding of smoking cessation principles and strategies; • Demonstrated experience in developing, planning, implementing and evaluating smoking cessation programs; • Experience and proven record of working collaboratively with GPs, pharmacists, specialists and other relevant service providers to provide coordinated care. • Experience and/or training in working with one or all of the Flinders Self-Management, Stanford Better Health Self-Management, motivational interviewing, and/or health coaching model/s. • Excellent communication and active listening skills, • Excellent recording, analysis reporting and evaluation skills. • Demonstrated capacity to manage time and prioritise tasks effectively. • Training in best practice model of smoking cessation. • Experience working in a multi-disciplinary team and delivering team based care.
<p>Desirable</p>	<ul style="list-style-type: none"> • Specialist Knowledge in Population and Preventative Health practices gained through experience, training and/or education • A qualification in Health Promotion, Project Management, Population Health or related discipline; • Demonstrated knowledge of the local environment and services in the Northern Region of Melbourne. • Demonstrated knowledge and understanding of cultural factors and social determinants particularly relating to vulnerable population groups. • Demonstrated capacity and experience working with people from culturally diverse and marginalized backgrounds.
<p>Checks, Licences and Registration</p>	<ul style="list-style-type: none"> • National Police check • Working with Children’s Check • Statutory Declaration • Current full or probationary drivers licence • AHPRA Registration (Applicable to Allied Health/Social Work applicants only) • Certified copy of completed qualification • Immunisation category A