



## Indigenous Community Liaison Officer – Diabetes (Darwin)

### Selection Criteria

#### Essential

- ◆ Knowledge and understanding of Aboriginal and Torres Strait Islander societies, history and their cultures, including an understanding of the issues that affect Aboriginal and Torres Strait Islander peoples in contemporary Australian society
- ◆ Extensive experience in effective communications and working with Indigenous organisations
- ◆ Demonstrated ability in administration and communication
- ◆ Demonstrated ability to work independently, excellent interpersonal skills and the ability to effectively participate as a member of a small multidisciplinary team within a cross cultural environment
- ◆ Demonstrated skills with computer applications and a commitment to using information technology for communication, data collection, evaluation and resource development
- ◆ NT Driver's License

#### Highly desirable

- ◆ Qualifications in administration, allied health or communications
- ◆ History of working within Indigenous organisations
- ◆ Possess high motivation, strong initiative and time management skills
- ◆ Understanding of the principles of quality management and demonstrated commitment to the process of continuous review and quality improvement
- ◆ Demonstrated analytical and report writing skills

#### Darwin

Shop 1 & 2 Tiwi Place,  
Tiwi NT 0810  
PO Box 40113,  
Casuarina NT 0811  
Phone: 08 8927 8488  
Fax: 08 8927 8515  
E: info@healthylivingnt.org.au

#### Alice Springs

Jock Nelson Centre,  
7/16 Hartley Street,  
Alice Springs NT 0870  
Phone: 08 8952 8000  
Fax: 08 8952 7000  
E: alicesprings@  
healthylivingnt.org.au

www.healthylivingnt.org.au  
ABN 11 374 693 055

Healthy Living NT  
is the trading name of the  
Diabetes Association  
of the Northern Territory  
Incorporated.

Healthy Living NT  
is the registered NT  
licence holder for  
Life. Be in it.





## Indigenous Community Liaison Officer – Diabetes (Darwin)

### Job Description

#### Primary Objectives

The purpose of the position is to work in consultation and collaboratively with the Aboriginal and Torres Strait Islander Health Practitioner to support consultation and effective communications with Indigenous stakeholders including people with diabetes, health services, health professionals and Aboriginal and Torres Strait Islander communities.

This position will also support Healthy Living NT in our ongoing capability and capacity development to better support First Nations people.

As the Indigenous Community Liaison Officer you are to;

- Engage with both Communities and the health sector to build relationships
- Improve awareness of the NDSS and the benefits of registration for Indigenous people.
- Provide and disseminate information to Health Services NT wide regarding resources and the NDSS
- Write articles and short form content for the consumer magazines, newsletters, social media and website.
- Engage with external consumer and professional networks, to understand the needs of Aboriginal and Torres Strait Islander peoples and communities.
- Work collaboratively with the broader health network in the development of diabetes educational resources for Aboriginal and Torres Strait Islander people and health professionals.
- Complete administrative tasks, correspondence and reporting requirements.
- Represent Healthy Living NT at conferences and seminars, where you may also be presenting about the NDSS, diabetes and Indigenous health.
- Represent Healthy Living NT in National Meetings and collaborate with other state NDSS staff members.
- Attend and participate in community events
- Travel to remote and regional areas of the Northern Territory to provide information about diabetes in coordination with other health staff.



- Develop and maintain cooperative relationships within Healthy Living NT and externally to stakeholders and funders.
- Participate in Quality Improvement activities and contribute to Accreditation as needed.

Responsible to the Education Manager and other duties may be requested as directed by the Education Manager / CEO.

Please note that the responsibilities outlined in this position description are not exhaustive, and only an indication of the work of the role. Healthy Living NT can direct you to carry out duties which it considers are within your level of skill, competence and training.

This position will be required to:

- Occasionally work non-standard hours
- Undertake travel within the NT, including driving where necessary and
- Some limited interstate travel

It is a requirement of employment with Healthy Living NT that staff obtain and maintain:

- a satisfactory Police Criminal check
- comprehensive vaccinations for COVID-19 and any other immunisations required for safe working practices (unless formally approved for exemption)
- a Working with Children check (Ochre card)
- a Northern Territory Driver's License.

All performance and conduct of duties shall be carried out in accordance with the principles of best practice, and in line with Healthy Living NT's Guiding Values and objectives identified in Healthy Living NT's Strategic Plan.

***Further information on this position can be obtained from Chrissie Inglis at Healthy Living NT, phone 08 8927 8488 or email [manager@healthylivingnt.org.au](mailto:manager@healthylivingnt.org.au)***

***Applications close at 8am Monday 18 July 2022***

***Applications should address the selection criteria and include the contact details for three referees.***