



JOB DESCRIPTION				
Kalpa Purru Wirranjarlki – Public Health Service Section			Classification	Administration, Support & Management Roles (Admin)
Job Title	Tackling Indigenous Smoking (TIS) Officer Female		Level	Admin Level 5.1 – 5.4
Job Type	Full Time		Duration	Reliant on ongoing funding
Salary	\$72,745.05 - \$75,806.90 pa		Location	Tennant Creek
Position Number	PHS 5	Budget	PHS	Closing
Contact	People and Capability – (08) 8962 2633			
Position reports to	Tackling Indigenous Smoking Team Leader			
Information for Applicants	Applications must be submitted Online via Anyinginyi Health Website, providing a one-page summary sheet, with a detailed resume/cv and response to the Selection Criteria. Alternatively provide your application in person or to hr@anyinginyi.com.au Confirmation of employment is dependent on the outcome of successful application for an Ochre Card/ Working with Children’s Card and National Police Check. As per Anyinginyi Health Aboriginal Corporation Policy, all employees are preferred to be vaccinated against COVID-19 with a minimum of 3 COVID-19 vaccinations.			
Hours of Work	Monday – Friday (excluding public holidays) 8:00am – 4:30pm.			
Special Measures	This position is an Aboriginal or Torres Strait Islander (ATSI) identified position.			
About Benefits	• Salary packaging up to \$15,899.94 pa. • 6 weeks annual leave and personal/carer’s leave up to 10 days per year • Up to \$1500 study allowance after 1 year of service • Study leave can be negotiated • Remote retention allowance of \$1500 after 1 year of service and \$3000 after 2 years’ service • Annual remote travel allowance of \$1500 for personal travel after 1 year of service • Annual local Bi- Lingual allowance of up to \$1500 • Employee access to Anyinginyi Health Clinic – with free Prescriptions • Free General Dentistry (Lab Work to be paid by employee)			
<i>This ATSI Identified Position</i> <i>This position is designated Indigenous under Section 57 of the NT Anti-Discrimination Act. Aboriginal & Torres Strait Islander women are encouraged to apply.</i>				

ABOUT THE OPPORTUNITY

The aim of the Tackling Indigenous Smoking (TIS) program is to contribute to closing the gap in Indigenous health outcomes by reducing tobacco smoking as the most significant risk factor for chronic disease among Aboriginal and Torres Strait Islander Peoples.

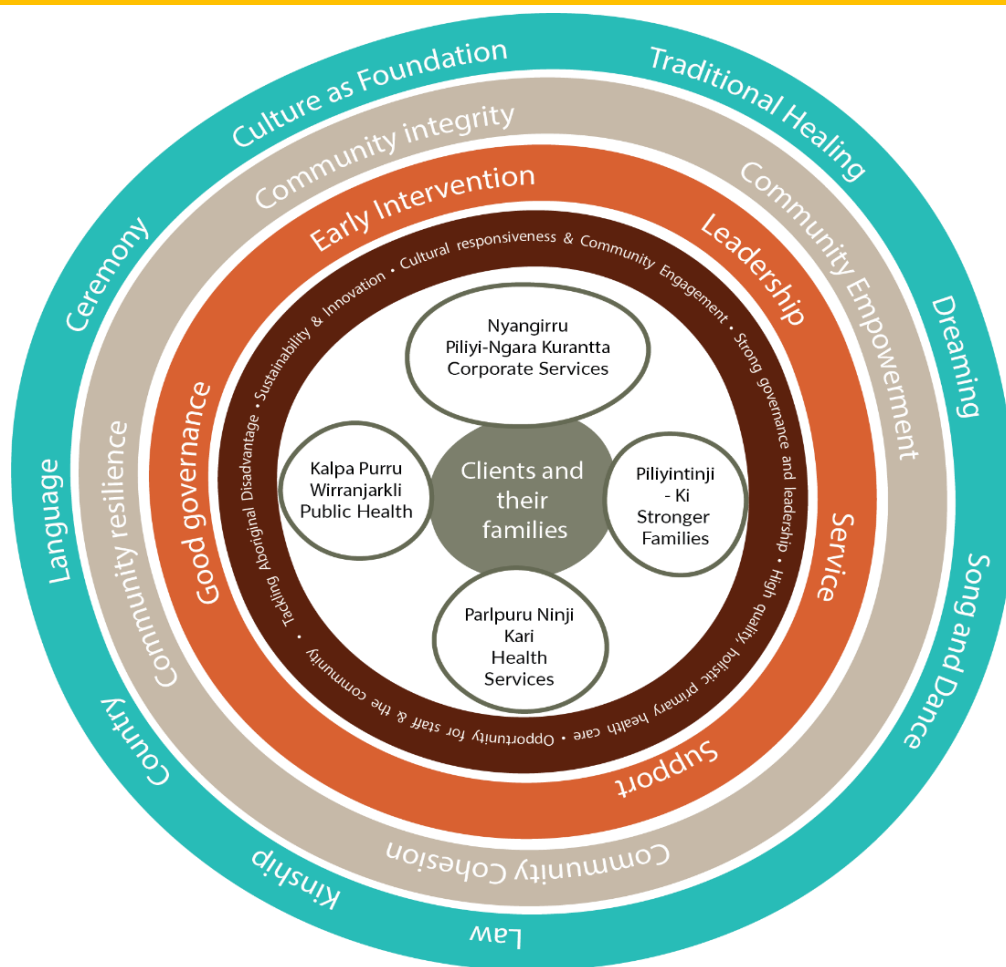
In consultation with community, you will be part of a small team responsible for developing, promoting and undertaking a range of supportive, evidence-based resources and activities aimed to reduce the uptake of smoking, to promote smoke-free spaces, and supporting smoking cessation in Aboriginal communities within the Barkly Region

Identified strategies will focus on community engagement as well as developing responsive, flexible, population and preventative health approaches to tobacco use outcomes to enhance community understanding of the effects of tobacco on overall and long-term health outcomes for Aboriginal people living in the Barkly Region.

The mission of Anyinginyi Health's Corporate Services is to provide Anyinginyi Health's staff with what they need, so they can meet the needs of clients.



PRIMARY HEALTH CARE DELIVERY MODEL



Anyinginyi Health adopts a social community development approach to delivering primary health care ensuring Aboriginal people have the right to affordable, accessible, and appropriate health care. Primary Health care has a broad focus on the social conditions and environment rather than just health care service. Anyinginyi Health's holistic approach is based on social justice, equity, community inclusion and social acceptability broadly linked with the social determinants of health.

The integration of preventative measures through public health awareness, education, health promotion and community development are key to community capacity build and to empowering Aboriginal individuals, families and community accepting self-responsibility for health and wellbeing. When managing Aboriginal client care the three components of family, community and culture are intrinsic to good health outcomes.

The model recognizes the strong role Culture and Cultural Authority play in a holistic approach to good health and well - being. The model respects the diverse cultural leadership structures and cultural identities of Aboriginal people, families, and clients. Culture sets the foundation for Anyinginyi to strive to be compliant with maintaining cultural respect and ensures the principles of cultural responsiveness are considered in the design & implementation of health care. Our model integrates Primary Health Care best practice and Cultural best practice – this is how we do business.



ABOUT US

Established in 1984, Anyinginyi Health Aboriginal Corporation (AHAC) is a multi-disciplinary organisation providing holistic primary health care to Aboriginal people of Tennant Creek and four small communities in the Barkly Region an area almost 150,000 sq.km in size. Anyinginyi Health remains dedicated to 'Closing the Gap' in Aboriginal health within remote Australia.

Anyinginyi Health is made up of four different sections (Health Services, Business Services, Public Health Unit and Piliyintinji-Ki Stronger Families) which allow them to have a holistic approach to health ensuring that clients' physical and emotional health and wellbeing is given the utmost priority.

Our Vision

Aboriginal people in the Barkly region enjoy equity in health status with that of other Australian citizens.

Our Purpose

To be a provider of high quality holistic primary health care services to the Aboriginal communities of the Barkly region in a culturally responsive way.

ABOUT THE TENNANT CREEK REGION

Year-round blue skies, stunning landscapes, and vibrant, diverse and warm communities - that's life in the Northern Territory! Only a short flight from most Australian cities, Tennant Creek is not just a must-see destination renowned for its individual identity and rich cultural heritage but is a remarkable community to set up home in!

500km north of Alice Springs, Tennant Creek was once a rough and tumble droving town but is now a modern town and one of the Territory's most populated areas. It is home to a major regional hospital, a university, schools, shops and a supermarket, accommodation, bars, clubs and restaurants, banking facilities, sporting clubs and an airport - everything you need to set up a relaxing new lifestyle! People from all walks of life find themselves calling Tennant Creek home.

DUTIES

The TIS Support Officer Female will:

- Support ongoing development, coordination and facilitation of positive engagement, interventions, and activities in accordance with the TIS program guidelines and organisational policies and practices.
- Assist the TIS Team Leader and the TIS Health Promotion and Education Officer in the delivery of regional smoking prevention related campaigns, community events, forums and information sharing that promotes tobacco and vaping awareness, cessation, and smoke free environment.



- Proactively support development of sustainable and respectful networks with communities across the Barkly Region.
- Support the work of the National Best Practice Unit (NBPU) to identify, develop and assist in the delivery of responsive smoking and vaping prevention and cessation social marketing campaigns.
- Uphold the vision, mission and priorities of the organisation as determined by the Board of Directors and outlined in the Anyinginyi Health Strategic Plan.
- Contribute to the identification, reporting and management of risk or potential risk to clients to reduce immediate concerns.
- Ensure all program material and content is up to date, culturally and ages appropriate, relevant, and engaging for the target audience.
- Undertake administrative duties as directed in accordance with the TIS program and organisational expectations including report writing and data collection to ensure compliance against funding obligations.
- Actively contribute to a professional and culturally safe work environment.
- Promote and support an alcohol, tobacco and other drugs free workplace strategies and exemplify aligned behaviours.
- Be involved in collaboration with key stakeholders including community, government, and not-for-profit agencies, representing, and advocating for Anyinginyi Health and the TIS program at all times.
- Work within limits of confidentiality and privacy appropriate to the TIS program and Anyinginyi Health.
- Participate in staff training and development, organisation-wide, site-based team meetings, collaborative planning activities and other meetings or activities relevant to this position.
- Contribute to the continuous improvement of systems and processes, including work health and safety, to ensure programs and services meet professional and industry standards.
- Travel to remote communities.
- Undertake other duties as requested by the Executive Manager – Public Health Services and the TIS Team Leader Decision making

Decision making

The TIS Support Officer reports to the TIS Team Leader, and will consult with the Team Leader in undertaking responsibilities, making recommendations to achieve the aim of the TIS program as well as achieving the goals of the Public Health section and Anyinginyi Health.



SELECTION CRITERIA

Essential

1. Experience working in Aboriginal community health or welfare services and ability to support the delivery of culturally responsive programs and services with an understanding of the importance of traditional cultures, values and protocols.
2. Well-developed interpersonal skills and ability to develop and maintain effective networks and relationships, in particular with diverse Aboriginal community groups.
3. Demonstrated task completion for community forums or events with due dates.
4. Well-developed communication and writing skills necessary to report and inform a multi-disciplinary team and in cross-agency and cross-cultural environments, including guiding non-Aboriginal staff.
5. Knowledge and use of Microsoft Office applications such as Word, Excel, Outlook and Teams.
6. Ability to work as part of a team.
7. Current NT drivers' licence.
8. Be in possession of or can obtain an Ochre Card (Working with Children).

DESIRABLE

- Minimum Cert, III in Aboriginal Health or equivalent to or be willing to undertake training in order to receive this qualification.
- Experience and knowledge of the Tennant Creek and Barkly Region.
- Knowledge of the Barkly Region and working with Aboriginal & Torres Strait Islander people



APPOINTMENT CONDITIONS

- Employment with Anyinginyi Health Aboriginal Corporation is **conditional on the employee providing NT Working with Children Check (Ochre Card)** and a **satisfactory National Criminal History Check**.
- All Anyinginyi Health Aboriginal Corporation employees are preferred to be **Fully Vaccinated against COVID-19**.

Acceptance of Responsibilities:

I have read the requirements and responsibilities outlined in this Position Description, AHAC Code of Conduct and Employment Terms and Conditions and agree to meet and adhere to these and have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.

Name:		
	(Employee)	(Manager)
Signed:		
Date:		

EMPLOYMENT SCREENING

Employees are required to demonstrate that they have undergone appropriate employment screening in accordance with AHAC Policies. The following checks will be required for this role:

- ☒ National Police Check (current within the previous 6 months, or willingness to obtain)
- ☒ Valid Working with Children Check
- ☐ Current AHPRA Verification Check
- ☒ Current and Valid Driver's License
- ☐ National Disability Insurance Service Check
- ☐ Other