

POSITION DESCRIPTION

Position: Aboriginal Community Engagement Officer (QUIT.151)

Reports To: Quit Aboriginal Adviser

Classification: Band D

CANCER COUNCIL VICTORIA

Every year, more than 39,000 Victorians will be diagnosed with cancer, and nearly 12,000 will die from cancer. The number of cases will increase as our population grows and ages. Survival will also improve as we get better at [early detection](#) and [treatment of cancer](#).

Since our establishment in 1936, [Cancer Council Victoria](#) has developed an international reputation for our innovative work in [cancer research](#), [prevention](#) and [support](#). As an independent, not-for-profit organisation, we play a leading role in reducing the impact of all cancers on all people.

Our people work and volunteer at Cancer Council Victoria to contribute to an organisation that makes a real difference in people's lives and is valued by the community we serve. In return we are proud to foster a culture that supports individuals to reach their full potential, in an environment that reflects our values of **Excellence, Integrity and Compassion**.

DIVISION SUMMARY

The [Prevention Division](#) aims to prevent cancer for all Victorians. This is done through community interventions, mass media, advocacy, training and providing policy advice based on the best available evidence. This involves action to affect individual behaviours and the broader physical and legislative environment to reduce cancer risk. We prioritise health inequalities, especially in relation to Aboriginal people, and in culturally diverse and socio-economically disadvantaged communities.

This is achieved through the delivery of public health programs relating to tobacco control (Quit), obesity prevention (Food for Health Alliance, LiveLighter®, Rethink Sugary Drink), sun protection (SunSmart, World Health Organisation Collaborative Centre for UV), cancer screening (bowel, breast and cervical), immunisation, (HPV, hepatitis B) alcohol and organisational change ([Achievement Program](#)).

UNIT SUMMARY

The [Quitline](#), which includes a dedicated Aboriginal Quitline service, is managed by Quit, the Cancer Council's nationally recognised peak group dedicated to supporting people to become nicotine free.

Quitline is a clinical telehealth service providing access to free and confidential telephone counselling plus information and advice through telephone and digital platforms. Although you'll be largely working remotely in the community, ongoing support and engagement is provided in real time through a peer support network and supervision.

POSITION SUMMARY

The Aboriginal Community Engagement Officer will participate in outreach and promotional activities across metropolitan, regional and rural Victoria to increase visibility and access to AQL. The role will promote awareness and understanding of AQL among Aboriginal health workers, Tackling Indigenous Smoking (TIS) program workers and community leaders, and support stakeholders to understand and utilise referral pathways.

RESPONSIBILITIES

Relationship and Partnership Management

- Maintain strong relationships with Victorian Aboriginal Community Controlled Organisations (ACCOs), community groups, health services and key stakeholders to support awareness and uptake of the Aboriginal Quitline (AQL).
- Support the Quit Unit to identify and establish new partnerships to strengthen engagement and referral pathways into AQL.
- Participate in consultation with Aboriginal communities and the workforce to inform engagement approaches and priorities.
- Represent AQL at relevant forums, meetings, networks and community events.
- Respond to stakeholder enquiries and requests for information about AQL in a timely manner.

Community Engagement and Cultural Capability

- Support culturally safe engagement with Aboriginal communities and organisations in line with community priorities and protocols.
- Provide advice to internal teams to ensure AQL activities, messaging and resources are culturally appropriate.
- Work with ACCOs and community leaders to inform and tailor engagement approaches.
- Participate in and support community awareness activities and events that promote AQL.

AQL Awareness and Referral Pathways

- Promote awareness and understanding of AQL among Aboriginal health workers, Tackling Indigenous Smoking (TIS) program workers and community leaders.
- Support stakeholders to understand and utilise appropriate referral pathways into AQL.
- Reinforce system roles, including the promotion and referral role of community-based workers and the clinical role of health professionals in cessation support.
- Participate in outreach activities across metropolitan, regional and rural Victoria to increase visibility and access to AQL.

Outreach Planning and Delivery

- Plan and coordinate outreach activities across Victoria, including regional and rural communities.
- Deliver a cluster approach to engagement, combining workforce engagement and community activities to maximise impact.
- Coordinate travel, logistics and scheduling to support effective delivery of outreach activities.
- Participate in events outside standard business hours as required, with flexibility in working arrangements.

Program Support, Reporting and Administration

- Maintain accurate records of stakeholder engagement, outreach activities and community interactions.
- Prepare reports, updates and documentation to support AQL program monitoring and reporting requirements.
- Contribute to AQL communications, including newsletters, updates and resource dissemination.
- Participate in team planning, meetings and broader Quit program activities as required.

Such other duties as directed and consistent with an employee's level of skill, competence and training.

KEY SELECTION CRITERIA

Essential Criteria

- Demonstrated experience building and maintaining strong relationships with Aboriginal and Torres Strait Islander communities, organisations and stakeholders.
- Experience working with or alongside Aboriginal Community Controlled Organisations (ACCOs) and/or the Aboriginal health sector.
- Demonstrated ability to engage respectfully and effectively with Aboriginal communities, with an understanding of cultural protocols and community priorities.
- Experience in community engagement, outreach or health promotion activities.
- Strong communication and interpersonal skills, with the ability to work collaboratively with internal and external stakeholders.
- Ability to work independently, manage competing priorities and deliver work across multiple locations.
- Demonstrated organisational and time management skills, including the ability to plan and coordinate outreach activities.

Desirable Criteria

- Qualification in public health, health promotion, community development or a related discipline.
- Experience working in public health, health promotion or community-based programs.
- Experience engaging with Aboriginal communities across metropolitan, regional and/or rural settings.

Special Requirements

- Non-smoker
- Right to work in Australia
- Satisfactory completion of a National Police Check
- Working with Children Check
- Current driver's licence and willingness to travel across Victoria
- Ability to work outside standard business hours as required for which Time in Lieu (TIL) is available
- Cancer Council Victoria considers that being Aboriginal or a Torres Strait Islander is a genuine occupational requirement for this position under sub-s 26(3) or s 28 of the Equal Opportunity Act 2010 (Vic).