



JOB TITLE Tackling Indigenous Smoking Team Member (Identified*)

DATE October 2026

REPORTS TO Family Support and Wellbeing Team Leader

JOB DESCRIPTION

Purpose of role

The Tackling Indigenous Smoking (TIS) team will deliver a population and preventative health approach to reducing Nicotine and Tobacco use among Aboriginal and Torres Strait Islander people across the South East NSW regions.

The TIS team will work within the Aboriginal Health team and contribute to promoting, undertaking, and supporting a range of programs, activities and workshops regarding strategies to address quitting smoking and/or Vaping; and contribute to the development and provision of community education and engagement regarding the effects of tobacco and vapours and supporting healthy living.

The TIS team member role will involve a high level of engagement and collaboration with key stakeholders including consumers and their families and carers, Katungul employees, consortium partners, General Practitioners, Local Health District staff, Department of Education staff and other Government and non-government organisations.

**This position is identified for Aboriginal and/or Torres Strait Islander people only. Being an Australian Aboriginal and/or Torres Strait Islander person is a genuine occupational qualification required to undertake this role under section 14 (d) of the Anti-Discrimination Act 1977 (NSW).*

Main duties and responsibilities

- Create promotional material, website content, social media content, information materials, etc.
- TIS social media management.
- Deliver school-based programs throughout the Eurobodalla and Bega Valley Shires with partner organisations.
- Attend regular team meetings with partner organisations.
- Provide information to individuals, families and other groups, increasing the awareness of the dangers of tobacco and electronic cigarettes to improve their lifestyle, and reduce the burden of chronic diseases. Attend other local health promotion activities and events.

- Facilitate, conduct and evaluate community events and groups that promote physical activity, healthy eating and non-smoking and non-vaping and other local health promotion activities.
- Work closely with the TIS team to effectively deliver programs and identify areas for improvement.
- Support, promote and refer people for the uptake of Aboriginal Health Checks, and other health programs as appropriate.
- Assist in the delivery of regional smoking and vaping prevention and promote cessation via social marketing campaigns and events.
- Deliver group smoking and vaping cessation and support programs, appropriate to the worker's qualification level, to Aboriginal and/or Torres Strait Islander people.
- Respond in a timely manner to phone calls from the general public and health professionals seeking tobacco or Vape cessation information and provide advice as relevant to their call.
- Undertake induction and other training specifically provided for the program and the broader Closing the Gap National Partnership Agreement.
- Collect and report on data to assist in the evaluation of the outcomes of programs.
- Promote and support smoke-free and vape-free strategies in the workplace and exemplify non-smoking, non-vaping and quit behaviours.
- Identify, collaborate and communicate with key stakeholders to ensure that consumers and their families and carers have access to resources and services that best meet their needs.
- Undertake administrative duties as required in accordance with program and organisational guidelines.
- Report to the Tackling Indigenous Smoking Officer on the performance of programs and teams and contribute to Board and governance reports.
- Analyse, track and report against approved budgets.
- Participate in organisation-wide, site based and team meetings, collaborative planning activities and other meetings or activities relevant to position.
- Contribute to the continuous improvement of systems and processes ensuring services meet professional and industry standards.

Other duties

Fulfil other duties as required by management and other department personnel as requested/required.

PERSON SPECIFICATION

Experience

- Proven ability to work effectively within a small team environment.
- Demonstrated experience in graphic design and using Canva.
- Demonstrated competence in creating and managing website content, e-publications, and social media platforms.
- Good administrative skills, including experience in supporting events and meetings.
- Proven discretion and ability to work within a sensitive environment while maintaining confidentiality.

Skills & competencies

- **Cultural capability:** The ability to plan, support, deliver and improve services in a culturally respectful and appropriate manner.
- **Customer service focused:** committed to providing exceptional customer service across all channels – written, phone and face to face.
- **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.
- **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
- **Commerciality:** ability to apply knowledge in a practical, commercial manner.
- **Teamwork:** willingness to assist and support others as required and get on with team members.
- **Time management/organisation:** accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.

Personal attributes

- Highly organised and adaptable.
- Professional approach.
- Ability to work calmly under pressure.
- Organisational and time management skills.
- Confident manner.
- Positive approach to change.

Other

- Current Driver Licence.
- Current NSW Working with Children Check.
- Nationally Coordinated Criminal History Check (Police Check).
- First Aid & CPR certificate.

This job description serves to illustrate the scope and responsibilities of the position and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

Registration/licences that are essential requirements of this role must always remain current and valid whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.

All Katungul staff are expected to demonstrate the organisations values, present the organisation as a professional and respectful culturally immersed service and represent Katungul positively to external stakeholders and communities.

ACKNOWLEDGEMENT

I acknowledge that I have read and understood this position description and agree to perform the responsibilities of the role in accordance with Katungul's values, policies, procedures and lawful directions.

SIGNED BY YOU

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Employee name

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Employee signature

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Date

SIGNED BY MANAGEMENT

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Manager name

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Manager signature

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Date