***DERBY ABORIGINAL HEALTH SERVICE COUNCIL***



**Job Description: Tackling Indigenous Smoking Educator**

Clinical Manager

Division:

Reports to: Wayne Bedall

Direct Reports: NIL

Award/Agreements: Aboriginal Community Controlled Health Service Award

1. **POSITION PURPOSE**

The purpose of this position is to work across Derby and remote communities across the region, to provide smoking cessation services. Specifically the position will:

* Work closely with relevant DAHS staff, KAMS TIS Manager and the Tackling Indigenous Smoking Coordinator: West Kimberley and other members of the Tackling Indigenous Smoking Team in implementing the TIS Activity Plan
* Develop, implement and evaluate smoking cessation education activities and resources for the region
* Deliver an outcomes based smoking cessation program which is meaningful, appropriate and aligned to meeting the needs of the community
* Work as part of the DAHS team in providing a quality and client focused environment.
* Adhere to DAHS policies and procedures
* To be a non-smoking champion in your community

1. **RESPONSIBILITIES OF THIS POSITION**

* Work closely with DAHS staff, KAMS TIS Manager and the Tackling Indigenous Smoking Coordinator: West Kimberley to deliver on the Tackling Indigenous Smoking activity plan across the Derby Region
* Deliver smoking cessation education sessions and workshops to key stakeholders across the region including; schools, community groups, Aboriginal organisations and the West Kimberley Correctional Facility
* Ensure that program activities are well planned and evaluated in keeping with the regional Tackling Indigenous Smoking evaluation plan
* Participate in appropriate training programs and networking opportunities
* Maintain records of all education and training sessions
* Report, as directed, to line manager on service delivery data and KPI’s.
* Exemplify non-smoking behaviors
* Provide quality case management services for Aboriginal clients who express interest in quitting tobacco smoking.
* Maintain accurate and confidential case management files in accordance with the TIS Program
* Deliver smoking cessation community development and health promotional activities across the region

1. **COMPETENCY PROFILE FOR THIS POSITION**

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role. The profile is used for recruitment, performance review and planning training and development activities.

Job Specific competencies

**General skills, experience and knowledge**

Selection Criteria:

* Qualifications and/ or relevant experience in health or community development
* Well-developed interpersonal and cross cultural communication skills
* Exceptional communication skills
* Experience in delivering education and community development programs to Aboriginal people
* Experience in case management and goal setting with Aboriginal clients
* Sound ITC skills including report writing, word processing and emails
* To identify as a non-smoker
* Ability to maintain client confidentiality at all times within and outside the workplace

Required

* Current “C” class drivers licence
* Require National Police Clearance and Working with Children clearance
* Cert 1V in Training or Assessment or willingness to undertake studies.

**I certify that I have read and understand the responsibilities assigned to this position.**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**