

Vision

A cancer free future.

Statement of purpose

We are Australia’s leading cancer charity uniting the community to reduce the impact of cancer.

Position description and person specification

Position title:	Aboriginal and Torres Strait Islander Quitskills Educator		
Department:	Aboriginal & Torres Strait Islander Programs		
Unit:	Services, Research & Education		
Location:	202 Greenhill Rd, Eastwood		
Manager:	Aboriginal and Torres Strait Islander Programs Coordinator		
Employment:	Position subject to funding		
Last updated:	June 2020	By whom:	Aboriginal & Torres Strait Islander Programs Development Manager

Cancer Council SA

- has worked resolutely since 1928 to deliver cancer research, prevention, and support services.
- is the state’s leading independent, cancer-related, non-government organisation, dedicated to reducing the impact of cancer for all South Australians
- invests in three main strategic objectives: research, prevention and support
- is uniquely positioned as a resource for action and a voice for change towards a cancer free future
- is committed to addressing health disparities and supporting Aboriginal and Torres Strait Islander health through cancer prevention, screening and support
- is committed to The National Principles of Volunteer Involvement and Management
- maintains a non-smoking workplace and provides assistance with quitting
- requires employees and volunteers to promote cancer-preventing healthy lifestyle practices and behaviours, as outlined in organisational policies.

Our core values are represented by 16 value statements that encapsulate 16 behaviours—they are grouped into four headline attitudes:



<p>CAN-DO</p> <p>Innovation <i>We look to the future</i></p> <p>Commitment <i>We stay the course</i></p> <p>Selflessness <i>We help each other</i></p> <p>Courage <i>We are brave</i></p>	<p>STAKEHOLDER DRIVEN</p> <p>Creating value <i>We deliver social impact</i></p> <p>Accountability <i>We are answerable for our actions</i></p> <p>Responsibility <i>We are financially prudent</i></p> <p>Appreciation <i>We celebrate success</i></p>
<p>HIGH PERFORMING</p> <p>Stretch <i>We strive for success</i></p> <p>Excellence <i>We are dynamic</i></p> <p>Management <i>We understand our boundaries</i></p> <p>Ownership <i>We take ownership of our behaviour</i></p>	<p>OPENNESS AND INTEGRITY</p> <p>Respect <i>We are respectful</i></p> <p>Acceptance <i>We are accepting</i></p> <p>Honesty <i>We are authentic</i></p> <p>Trust <i>We do what we say</i></p>

Unit role and objectives

The Services, Research & Education Department delivers our comprehensive strategies aimed at reducing the impact of cancer. These include strategies to reduce the risk of cancer occurring, population screening to detect cancer and pre-cancerous lesions as early as possible, treatment, cancer support, palliation, research, advocacy and public policy. The Services, Research and Education teams undertake a range of activities and functions to reduce the impact of cancer, informed by latest research and underpinned by best practice principles.

The Aboriginal and Torres Strait Islander Programs Unit is dedicated to promoting Cancer Council SA's prevention and support strategies to Aboriginal and Torres Strait Islander peoples through culturally appropriate education, information and support programs which:

- Reduce the risk of the one in three cancers that can be prevented through modifiable risk factors
- Increase awareness of and participation in population screening programs to detect cancer and pre-cancerous lesions
- Ensure equity in access to information and support during a cancer experience

Through a range of strategies, the unit will;

- Deliver nationally accredited training in smoking cessation across Australia
- Advocate for policy and environments that support cancer prevention and screening in the South Australian Indigenous community
- Raise awareness and influence behaviour change focusing on the modifiable risk factors for cancer
- Provide access to culturally appropriate cancer prevention and support
- education, training and information

Specifically, the unit is responsible for the delivery of the Commonwealth funded Quitskills Program at a national level and the Indigenous Quitline Enhancement Program across South Australia and Northern Territory.

Position overview

As a member of the Quitskills team, the position is responsible for delivering the nationally accredited smoking cessation program Quitskills to Aboriginal and Torres Strait Islander Health workers, youth workers and other support staff across Australia. This position includes extensive travel nationally to deliver training in metropolitan, regional, remote and very remote locations.

Reporting relationships

The position reports to: Aboriginal and Torres Strait Islander Programs Coordinator

Number of staff reporting to position: Nil

Key accountabilities (outcome based)

- Deliver Quitskills training across Australia, to enhance the capacity of Aboriginal health, Aboriginal Youth and Aboriginal maternal health workers to address smoking cessation and build brief intervention strategies into their practice.

- Contribute to the preparation for training courses including, but not limited to, ensuring participant completion of pre-training online education for the Quitskills Program, resource and equipment preparation, communication and paperwork.
- Contribute to post-course administration and debriefing to promote a continuous improvement cycle.
- Assist with Quitskills participant workplace follow-up and liaise with participants to ensure completion of units of competency is achieved in a timely manner.
- Assist with developing and reviewing resources required for training delivery.
- Ensure that activities undertaken are based on sound research evidence and theory, and that sessions are evaluated appropriately.
- Assist with ensuring project evaluation requirements are met.
- Provide regular information and updates to Aboriginal health worker networks and contacts about the range of smoking cessation services.
- Support the delivery of the Aboriginal Quitline where required.
- Support Cancer Council SA's Reconciliation Action Plan and the organisation's commitment to building strong relationships between Aboriginal and non-Aboriginal staff and the wider Indigenous community
- Participate in the Aboriginal Network Group as a source of cultural support and to inform cultural strategy across the organisation.
- Participate in Quitline enhancement duties as required.
- Other duties as required.

Protect your own health and safety and that of others by:

- Complying with and actively contribute to the development of organisational policy and safety systems.
- Following reasonable instructions and training and complying with organisational policy and safety systems.
- Identifying and reporting workplace hazards and incidents to their supervisor.
- Complying with Cancer Council SA's OHS&W policies and procedures.
- Provide a safe working environment for all staff (paid and voluntary), contractors and invitees.
- Ensure that your staff (paid and voluntary), contractors and invitees comply with policies and procedures as updated from time to time.

Special conditions

- Significant Intra/inter-state travel required, up to 5 days a week, 2-3 weeks a month.
- Out of hours and weekend work required
- May be required to undertake a health assessment prior to commencement
- Appointment will be subject to satisfactory police check and may require a further Department of Human Services clearance.
- Persons of Aboriginal and/or Torres Strait Islander descent are strongly encouraged to apply
- Successful applicant must be a non-smoker

Education

- Tertiary qualifications in education, health promotion, public health, counselling, narrative therapy, psychology, social work, or relevant experience is highly desirable.
- Certificate IV in training and assessment is highly desirable.

Person specification (knowledge, skills and experience)

- Experience working with Aboriginal and Torres Strait Islander communities and knowledge of relevant Aboriginal health issues is essential.
- Well-developed skills in the delivery of adult education and training programs.
- Knowledge and understanding of Aboriginal and Torres Strait Islander history and cultural beliefs particularly as they relate to tobacco use.
- Well-developed oral and written communication skills especially in the development of resources and delivery of training programs.
- Ability to apply research relevant to implementing effective education health promotion strategies.
- Ability to work independently on tasks with minimal supervision: establishing priorities, planning and implementing activities, and meeting deadlines.
- Teamwork and collaboration skills to achieve project outcomes are essential.
- Experience working with the Microsoft Office suite of programs, including word processing, email, spreadsheet and database programs.

Personal Characteristics

- Passionate about Aboriginal & Torres Strait Islander culture, health and in closing the gap.
- Integrity and commitment to ethical behaviour.
- A commitment to Cancer Council SA's objectives.

Signatories

Incumbent

Name: _____

Signature: _____

Date: _____

Manager

Name: _____

Signature: _____

Date: _____