



SA  
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 Quitline Liaison Officer - SA  
**Department:** Aboriginal and Torres Strait Islander Programs  
**Unit:** Services, Research & Education  
**Location:** 202 Greenhill Rd, Eastwood  
**Manager:** Aboriginal & Torres Strait Islander Programs Development Manager  
**Employment:** Full Time                      **Term of Contract:** 30 June 2022  
**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:

**CAN-DO**  
**Innovation** *We look to the future*  
**Commitment** *We stay the course*  
**Selflessness** *We help each other*  
**Courage** *We are brave*

**STAKEHOLDER DRIVEN**  
**Creating value** *We deliver social impact*  
**Accountability** *We are answerable for our actions*  
**Responsibility** *We are financially prudent*  
**Appreciation** *We celebrate success*

**HIGH PERFORMING**  
**Stretch** *We strive for success*  
**Excellence** *We are dynamic*  
**Management** *We understand our boundaries*  
**Ownership** *We take ownership of our behaviour*

**OPENNESS AND INTEGRITY**  
**Respect** *We are respectful*  
**Acceptance** *We are accepting*  
**Honesty** *We are authentic*  
**Trust** *We do what we say*



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### **Department role and objectives**

Services, Research & Education is the team which delivers our comprehensive strategies aimed at reducing the impact of cancer. These include strategies to prevent cancer from 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 & Education teams undertake a range of research and evaluation activities to reduce the impact of cancer by ensuring we have the best available evidence to inform our services and activities.

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 programs which aim to:

- 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**

The Aboriginal Quitline Liaison Officer works to connect the Quitline service with Aboriginal and Torres Strait Islander communities across South Australia & Northern Territory through promotion & engagement with key stakeholders and communities. The position works closely with the Aboriginal Quitline Counsellors and the Quitskills team. Through stakeholder and community engagement this position will use innovative ways to increase awareness and access to Quitline and the Aboriginal Quitline Counsellors .

### **Reporting relationships**

The position reports to: Aboriginal & Torres Strait Islander Programs  
Development Manager

Number of staff reporting to position: Nil

### **Key accountabilities (outcome based)**

Under general supervision of the Aboriginal Programs Development Manager the Aboriginal Quitline Liaison Officer responsibilities include but are not limited to:

- Leading, planning and implementing innovative strategies that enhance and promote the Quitline service & Aboriginal Quitline Counsellors to Aboriginal and Torres Strait Islander peoples in SA and NT.
- Networking and liaising with AHCSA and AMSANT member services and SA Health and NT Health services to promote referral pathways, present smoking cessation brief intervention approaches and provide Quitline information to staff
- Identifying, supporting and promoting local role models to act as Quitline Champions who are either non-smokers or people who have quit to improve their health.
- Organising events and supporting communities to promote Quitline through attending events, conferences, workshops
- Working closely with the Aboriginal Quitline Counsellors to promote the culturally appropriate narrative therapy counselling techniques utilised by Aboriginal Quitline SA/NT counsellors to increase the uptake of Quitline as a culturally appropriate service.
- Working closely with the Quitskills Coordinator and Aboriginal Quitline Counsellors to develop culturally appropriate content, resources and promotional materials for Quitline SA/NT web and Facebook pages.
- Support the Aboriginal Quitline counsellors in the triaging, prioritisation and management of client referrals as required.
- Engaging with sponsorship stakeholders to follow up on activities as directed from the Aboriginal Programs Development Manager
- Liaising with the Quitskills Coordinator to align community engagement events and other opportunities with Quitskills training in SA and NT where appropriate, supporting Quitskills Educators to participate in and deliver such events and activities.
- In collaboration with Aboriginal health services and other tobacco control programs, provide Yarning circle or similar activities using a Narrative approach to talk about smoking with community
- Ensure activities undertaken are based on sound research evidence and theory, and that innovations are evaluated appropriately.
- Promote and use the smokerlyzer in smoking cessation activities and at events
- Following organisational processes such as the completion of Marketing briefs to create a suite of collateral for the program
- Maintain key stakeholder lists and contacts through salesforce
- Work to achieve the objectives and key performance indicators as outlined in the Commonwealth Government Funding Agreement.
- Assist with the completion of project funding reports and internal reports.
- Other duties as required.

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

- Complying with, and actively contributing to the development of, organisational policy and safety systems.
- Identifying and reporting workplace hazards and incidents to their supervisor.

**Special conditions**

- Intra/inter-state travel, out of hours and weekend work required



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- Persons of Aboriginal and/or Torres Strait Islander descent are strongly encouraged to apply
- May be required to undertake a health assessment prior to commencement
- The successful applicant must be a non-smoker.
- Appointment will be subject to a satisfactory police check

**Education**

- A relevant tertiary qualification or extensive relevant experience is essential

**Desirable**

- Relevant qualifications and or practice experience in counselling theories, Narrative therapy or motivational interviewing is highly desirable

**Person specification (knowledge, skills and experience)**

- Knowledge and understanding of Aboriginal and Torres Strait Islander history and cultural beliefs particularly as they relate to tobacco use.
- Ability to develop and implement a project plan that works to achieve outcomes identified in contractual obligations.
- Experience in developing and maintaining relationships and partnerships with Aboriginal and Torres Strait Islander communities, health and community workers.
- Experience in facilitating group work, in particular with Aboriginal and Torres Strait Islander health and community workers.
- Ability to apply research and theory relevant to implementing effective community health promotion strategies within Aboriginal and Torres Strait Islander communities.
- Ability to work independently on tasks with minimal supervision: establishing priorities, planning and implementing activities, and meeting deadlines.
- Demonstrated ability to work as an effective member of a team.
- Experience working with the Microsoft Office suite of programs, including word processing, email, spreadsheet and database programs.

**Personal Characteristics**

- Integrity and commitment to ethical behaviour

**Signatories**

**Incumbent**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Manager**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_