

POSITION DESCRIPTION

Role Title:	Tackling Indigenous Smoking Educator		
Reports to:	Population Health Manager	Date Approved:	5 May 2020
Award:	Health Professionals and Support Services Award 2010	Classification:	Health Professional Level 1, Pay Point 1

ORGANISATIONAL CONTEXT

The Broome Regional Aboriginal Medical Service (**BRAMS**) is an Aboriginal Community Controlled Health Service. When we opened our doors in 1978, BRAMS was the first remote Aboriginal Medical Service in Western Australia.

BRAMS provides comprehensive, holistic and culturally responsive primary health care and social and emotional wellbeing services to Aboriginal people living in Broome. BRAMS provides more than 40,000 occasions of service to the Broome community each and every year.

Our Vision

Healthy People – Strong Community – Bright Future

Our Mission

Provide holistic and culturally responsive health and wellbeing services for Aboriginal and Torres Strait Islander People. That means making our Mob healthy.

Our Guiding Values

Respect: Treat one another and others with respect.

Integrity: Be truthful, honest and ethical in our dealing with one another and others.

Accountability: Take responsibility for what we do and the decisions we make.

Quality: Provide high quality services that meet the expectations of our clients and the community.

PRIMARY PURPOSE AND FUNCTION OF THE ROLE

The TIS Educator is responsible for undertaking and promoting a range of activities to address quitting smoking, smoke-free spaces, and encouraging attitudinal and behavioural change. Identified strategies will focus on supporting community engagement as well as developing responsive, flexible, population and preventative health approaches to tobacco use outcomes to enhance community understanding of the effects of tobacco on overall and long term health outcomes.

It is a requirement of this role that you are a non-smoker.





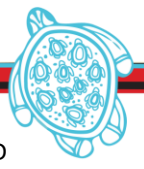
KEY RESPONSIBILITIES	MAIN DUTIES
<p><u>Health Promotion</u></p> <p>Undertake a range of health promotion activities aimed to address quitting smoking, smoke-free spaces and behavioural change.</p>	<ul style="list-style-type: none"> • In accordance with the annual calendar, deliver and evaluate groups activities and events that promote smoke-free environments and changes in behavior in collaboration with the TIS team. • Raise awareness, practice and demonstrate to groups and communities, practical ways to change behaviors associated with smoking and to participate in healthy lifestyles. • Conduct and facilitate information sessions/workshops to various groups inclusive of young people, pregnant women and adults that promote practical ways to change attitudes and behaviors associated with smoking and lifestyle changes. • Work with established procedures that encourage innovative ways of engaging with the Aboriginal community that supports quit attempts and promote smoke-free homes and work places. • Develop promotional materials and resources as required in consultation with the TIS team and action plan activities.
<p><u>Stakeholder Engagement</u></p> <p>Maintain and establish networks with relevant organisations.</p>	<ul style="list-style-type: none"> • Promote and advocate with external stakeholders the importance of smoke-free events and implementation of policies in collaboration with the Population Health Manager. • Maintain established networks with relevant organisations and community groups to encourage a coordinated approach to tackling smoking and healthy lifestyles. • Work in partnership with internal and external stakeholders to deliver events, activities and information sessions and/or displays at a range of venues and community events that promote informed decision making in relation to smoking and associated lifestyle factors.
<p><u>Administration</u></p>	<ul style="list-style-type: none"> • Ensure records of all program activities are documented in line with program procedures





<p>Maintain records in accordance with program policies.</p>	<p>and are available to support ongoing program monitoring.</p> <ul style="list-style-type: none"> • Participate in program evaluation and associated activities aimed at ensuring quality outcomes are achieved. • Provide regular statistical and other reports as required in the TIS Educator work plan.
<p>Professional Development Participate in professional activities.</p>	<ul style="list-style-type: none"> • Attend professional development training courses related to effective delivery of the service objectives. • Attend professional meetings as required.
<p>Occupational Health & Safety Safe workplaces and environments are provided and maintained for Staff, Clients and external stakeholders.</p>	<ul style="list-style-type: none"> • A positive workplace culture free of bullying, harassment and discrimination is promoted. • All reasonable and practical steps to ensure the safety, health and welfare of all staff and clients in accordance with legislation and policies are taken. • Immediate intervention occurs wherever unsafe work practices are observed.
<p>Aboriginal Ways of Working Demonstrate a personal understanding of responsive ways of working with Aboriginal Clients, Staff and Communities.</p>	<ul style="list-style-type: none"> • Aboriginal clients, staff and communities are supported in a way which protects and respects their cultures.
<p>The duties outlined in this Position Description are not exhaustive and are only an indication of the work of the role. BRAMS reserves the right to vary the Position Description.</p>	

<p>KEY RELATIONSHIP/REPORTING LINES</p>
<p>Accountability The TIS Educator is accountable to the Population Health Manager.</p> <p>Direct Reports The position does not have any direct reports.</p> <p>General Relationships Build effective relationships across the organisation, community groups and Aboriginal communities.</p>



ESSENTIAL CREDENTIALS

It is a requirement of BRAMS for employees to provide a current National Police Certificate and a current Working with Children Check.

BRAMS reserves the right to immediately terminate employment and/or withdraw offers of employment where it is deemed previous criminal (unspent) charges and/or pending charges may bring the Corporation and/or programs or services delivered by the Corporation into disrepute.

A current drivers licence is a requirement of the role.

SELECTION CRITERIA

Candidates for the position of TIS Educator must address the following selection criteria:

Essential Criteria

- Previous experience within an Aboriginal and Torres Strait Islander Community Controlled Health Service.
- An understanding and knowledge of social, health and cultural issues effecting the Aboriginal population in Broome.
- Well-developed written and verbal communication skills and the ability to communicate effectively with people and confidence in presenting to groups.
- A demonstrated ability to communicate, engage effectively and work together with, Aboriginal and Torres Strait Islander peoples.
- Ability to liaise, network and negotiate with a range of external stakeholders.
- Demonstrated ability to work without direct supervision, exercising tact and confidence as required.
- Demonstrated ability to organise workload with a high attention to detail.
- Ability to set priorities and monitor work flow.
- Possess current "C" class drivers licence.

Desirable

- Certificate IV in Alcohol and Other Drugs or willingness to complete.

APPROVAL

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Employee Name:

Date:

Employee Signature:





Manager Name:	Date:
Manager Signature:	

