Vision
To beat cancer in South Australia

Statement of purpose
To unite the community in the fight against cancer and act as an independent voice for cancer control in South Australia

Position description and person specification

Position title: Quitline Liaison Officer: Aboriginal and Torres Strait Islander Communities

Position number: A204

Unit: Cancer Control

Department: Quit SA

Location: 202 Greenhill Road, Eastwood 5063

Manager: David Edwards

Grade: 3

Employment: 1.0 FTE, fixed term contract to 20 Dec 2013

Last updated: July 2012

By whom: David Edwards

About Cancer Council SA

- has worked resolutely since 1928 to defeat cancer in this state
- 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, cancer prevention and cancer support
- is uniquely positioned as a resource for action and a voice for change in the fight against cancer
- 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.

Values

Integrity
We are open and ethical in everything we do and accountable for our actions

Leadership
With courage and conviction, we unite and empower others with a strong message of hope for a future without cancer

Respect
We embrace the diversity of our community and put their needs at the heart of every decision we make

Results
We are committed to achieving the best possible cancer outcomes for the community through the best use of knowledge and resources

Credibility
We are a trusted source of cancer information and support, driven by the best evidence available
Unit role and objectives
Quit SA is sponsored jointly by CCSA and National Heart Foundation, with funding from the Department of Health. It is the leading agency in SA working to prevent the harm caused by tobacco use by:

- Educating the community and promoting smoking cessation and smoke-free environments through mass media advertising and advocacy;
- Providing telephone counselling, printed information and other support for those who want to quit smoking;
- Increasing the involvement of health service providers in promoting smoking cessation;
- Working with young people and schools to promote non-smoking;
- Working with disadvantaged smokers and service providers who support them to promote smoking cessation.

Position overview
The Tackling Smoking measure is one element of the National Partnership Agreement on Closing the Gap in Indigenous Health Outcomes. Under this measure, State and Territory Governments have been funded to enhance existing Quitline services to be more culturally sensitive to Aboriginal and Torres Strait Islander people accessing the Quitline.

This position has been created to enable Quitline services to be enhanced for Aboriginal and Torres Strait Islander people by identifying and addressing barriers that arise with regard to access and services provided. This position will liaise with Aboriginal and Torres Strait Islander communities to ensure services are culturally appropriate and to promote the Quitline and the services it provides.

Reporting relationships
This position reports to: Coordinator – Coordinator Aboriginal and Torres Strait Islander Cancer Prevention

Number of staff reporting to position: Nil

Key accountabilities (outcome based)

1. Work to achieve the objectives and key performance indicators as outlined in the Commonwealth Government Funding Agreement.
2. Ensure that activities undertaken are based on sound research evidence and theory, and that innovations are evaluated appropriately. Liaise with Tobacco Control Research & Evaluation Unit to ensure project evaluation requirements are met.
4. Identify barriers to access for Aboriginal and Torres Strait Islander people.
5. Facilitate an evaluation of Quitline services provided to Aboriginal and Torres Strait Islander people and identify ways to improve services.
6. Establish a reference group to monitor the progress of strategies to promote and enhance Quitline services for Aboriginal and Torres Strait Islander people.
7. Liaise with Aboriginal and Torres Strait Islander health services and communities to promote Quitline services and establish referral options.
8. Liaise with Divisions of General practice to promote referrals to Quitline services for Aboriginal and Torres Strait Islander people.
9. Provide smoking cessation counselling services and mentor other Quitline staff to support them in providing effective counselling services for Aboriginal and Torres Strait Islander people.
10. Work in collaboration with key agencies in the provision of training and support to the COAG Tackling Smoking workforce.
11. Disseminate project outcomes to key stakeholders and peers through evaluation reports and conference papers.
Protect your own health and safety and that of others by:

- 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.

Special conditions
The position is based at Quit SA but will require some flexibility in working hours and work locations to meet project objectives. The position requires local and intra-state travel to visit Aboriginal and Torres Strait Islander health workers to facilitate the enhancement of Quitline services for Aboriginal and Torres Strait Islander communities.

Person specification (knowledge, skills and experience)

1. An understanding of Aboriginal and Torres Strait Islander history and cultural beliefs particularly as they relate to tobacco use.
2. Tertiary qualifications in community services, social work, health promotion, or a related human services discipline.
3. Experience in developing and maintaining relationships and partnerships with Aboriginal and Torres Strait Islander communities, health and community workers.
4. Experience in delivering training and facilitating group work, in particular with Aboriginal and Torres Strait Islander health and community workers.
5. Knowledge and experience in counselling, in particular with Aboriginal and Torres Strait Islander people.
6. An understanding of tobacco control issues and the health effects of smoking particularly as they relate to Aboriginal and Torres Strait Islander people.
7. Ability to apply research and theory relevant to implementing effective community health promotion strategies within Aboriginal and Torres Strait Islander communities.
8. Ability to work independently on tasks with minimal supervision: establishing priorities, planning and implementing activities, and meeting deadlines.
9. Proven project management skills in health and/or community services.
10. Demonstrated ability to work as an effective member of a team.
11. Experience working with the Microsoft Office suite of programs, including word processing, email, spreadsheet and database programs.
12. A commitment to Quit SA’s objectives, including being a non-smoker.

Signatories

Incumbent name: _______________________________________

Signature: ______________________________________ Date: ________

Manager name: ______________________________________

Signature: ______________________________________ Date: ________