**POSITION DESCRIPTION**

**Deadly Choices Healthy Lifestyle Program Officer**

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| **Reports to:** | Community Support Service Manager |
| **Direct Reports:** | NIL |
| **Award:** | Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Services Award [MA000115] |
| **Salary:** | TBA |

**POSITION PURPOSE**

The purpose of the Deadly Choices Healthy Lifestyle Program Officer is to deliver school and community based health education, promotion and prevention activities; in line with the Regional Action Plan and the Deadly Choices and Smoking Cessation Procedures Manuals.

*To summarise, it is not the intent of this position description to limit the scope or responsibilities of the role, but to highlight the most important aspects.*

**RESPONSIBILITIES**

***Preventative Health Program Delivery***

As directed, conduct and support a range of health education, promotion and prevention activities across the region, this includes;

***Delivery of the Deadly Choices Healthy Lifestyle Program***

* Assist in the logistics and undertake delivery of the Deadly Choices education program into schools and communities.
* As directed, undertake the effective facilitation, instruction and role modelling of key health messages and Deadly Choices education program modules, including; Leadership, chronic disease, physical activity, nutrition, harmful substances, tobacco and smoking cessation, Medicare access to Primary Health Care
* Distribute health information/program materials and support participants in making healthy lifestyle choices and understanding of risk factors
* Promote CCHS services and refer participants for Aboriginal Health Checks, to other health programs and clinical advice for chronic diseases as appropriate
* Undertake the distribution of program surveys and their collection, and ensure appropriate records of all program activities are maintained

***Delivery of Further Preventative Health Activities***

* Assist in the logistics and undertake delivery of the 6 week smoking cessation program
* Assist in the logistics and undertake delivery of the Good Quick Tukka Program
* Assist in the logistics and undertake coordination/delivery of Physical Activity programs/sessions (e.g. Traditional Indigenous Games, Sporting Events/Sessions)
* Distribute health information/program materials and support participants in making healthy lifestyle choices and understanding of risk factors
* Promote CCHS services and refer participants for Aboriginal Health Checks, to other health programs and clinical advice for chronic diseases as appropriate
* Assist in or facilitate as appropriate the delivery of DC Work Out Program activities/sessions
* Undertake the distribution of program surveys and their collection, and ensure appropriate records of all program activities are maintained.

***Delivery of Community Days & Clinic Support Activities***

* Assist in the logistics and set up for delivery of Community Days
* Support and provide education, instruction and role modelling of key health messages at community events; including
	+ promoting physical activity, healthy eating, tobacco cessation;
	+ leading groups in appropriate physical activity sessions
	+ promoting CCHS services and refer participants for Aboriginal Health Checks, to other health programs and clinical advice for chronic diseases, as appropriate
* Work with CCHS’s to identify opportunities for clinic based education and promotions
* Undertake the set-up of displays and stalls within CCHS clinics, with a focus on tobacco education and awareness, healthy lifestyles and linkage to clinical supports and services
* Provide direct positive lifestyle, tobacco cessation and health education messaging, support and materials; as part of stalls and other clinic based initiatives.

***Community Controlled Health Services (CCHS) Staff Training and Clinic Process Improvement***

As directed, conduct a range of workshops and support activities for CCHS staff, to improve CCHS tobacco cessation screening and intervention practices and processes, this includes;

***Delivery of CCHS Staff Training Workshops***

* Assist in the logistics and set up for delivery of CCHS staff training workshops
* Undertake and/or support the quality delivery of the workshop sessions covering tobacco use and smoking cessation and/or mental health and nicotine dependence
* Support CCHS clinic and program staff to build knowledge and capability to address and respond to tobacco use and nicotine dependence
* Undertake the distribution of workshop surveys and their collection, and ensure appropriate records of all program activities are maintained

***Clinic Processes***

* Work with CCHS to identify and strengthen internal referral pathways between services and programs, to assist access to support services and programs
* Identify continuous improvement opportunities and report to the Regional Manager

***Relationship Management***

* Foster productive working relationships with other CCHS staff in the delivery of seamless support services
* Actively foster productive working relationships with local networks, government departments, other service providers and suppliers to promote the CCHS and remain abreast of emerging issues.
* Encourage cross-functional collaboration to achieve the best outcome for the organisation.

***Information Management***

* Undertake reporting activities together with other relevant documentation within the scope of your role.
* Maintain the information flow that supports reliable data and documentation in your area of responsibility.
* Participate in business planning processes and policy and procedure formulation and improvement within your area of responsibility.
* Collect data and feedback to assist in the evaluation of Program activities
* Provide evaluations and reports on CCHS capacity and risks as required

***Excellence***

* Seek to understand your role in the larger Organisation system.
* Comply with and contribute to continuous improvement of all Organisation policies, procedures and processes.
* Proactively investigate new perspectives, attitudes and behaviours and take steps to evaluate and improve your own and organisational performance.
* Deliver a high level of customer service, including the timely provision of agreed services to clients and internal customers.
* Maintain own competencies and participate in professional development programs
* Participate in scheduled performance development review processes
* Contribute to effective team performance which ensures the CCHS continues to deliver the best service to community in line with program specific accreditations and ISO 9001 standards

***Safety***

* Report any work related personal injuries/illness or incidents, safety hazards, malfunction of any machinery, plant or equipment.
* Wear/use and maintain/care for personal protective clothing and/or equipment provided and report any defects.
* Use lifting equipment and assistive devices as required.
* Participate in rehabilitation process if injured or ill due to work.
* Demonstrate leadership in Work Health Safety goals and objectives remaining complaint with WHS Legislation and policies and procedures.
* Carry out your duties safely in accordance with your ability and competence.

Other duties consistent with the position where required and/or requested by your Manager. The Employer can direct you to carry out duties which it considers are within your level of skill, competence and training at any time**.**

**GENERAL DUTIES**

* Maintain a friendly and approachable attitude towards clients and staff
* Develop and maintain effective relationships with other Aboriginal medical services in the region, key external stakeholders and service providers
* Attend meetings, internal and external training to further develop and maintain skills, as required
* Develop and maintain good working relationships with colleagues and clients to achieve a strong team philosophy within the organisation
* Work collaboratively to exceed client expectations
* Maintain infection control standards
* Participate in community events (weekends and after hours) when required
* Support health promotion programs and the planning, implementation and evaluation of group activities
* Contribute as required to maintenance of AGPAL and ISO:9001 accreditation status and reaccreditation process, where required
* Other ad hoc duties, as required
* Undertake the responsibilities of the position adhering:
* **Equal opportunity and anti-discrimination legislation and requirements**
* **Workplace Health and Safety (WHS) legislation and requirements**
* **Legal requirements**
* **Confidentiality agreement and client confidentiality**
* **Code of conduct**
* **Scope of practice**

**CONDITIONS OF EMPLOYMENT**

Employment is conditional upon the following:

* Vaccination or confirmed non-susceptibility to Vaccine Preventable Diseases (VPDs) during employment, including measles, mumps, Rubella (MMR), Varicella (chicken pox), Pertussis (whooping cough) and Covid-19.
* Vaccination or confirmed non-susceptibility to Hepatitis B. (Proof of vaccination or non-susceptibility is required for all employees who have direct contact with patients or who, in the course of their work, may be exposed to blood/bodily fluids or contaminated sharps)
* Proof of qualifications and current registration (where appropriate) claimed in a job application must be provided prior to commencement of employment.
* A Criminal History Check (AFP) will be conducted upon commencement of employment
* Ability and willingness to travel to, and work at all Mamu Health Service Limited’s work location and service area when required.

**MANDATORY QUALIFICATIONS & EXPERIENCE**

* Current QLD drivers licence or the ability to obtain it from another state
* Current Working with Children’s “blue card” or ability to obtain prior to start date
* Current First Aid Certificate or ability to obtain.
* Certificate 3 or above in Aboriginal/Torres Strait Islander Primary Health Care – Community Care or equivalent preferred
* Commitment to work within the principles of Aboriginal and Torres Strait Islander community control including a willingness to develop the leadership of Aboriginal and Torres Strait Islander staff.

**SELECTION CRITERIA**

***Qualifications & Experience***

* Demonstrated experience working in Healthy Lifestyle or similar Health or Community engagement/development programs, is desirable.
* Demonstrated ability to work with Aboriginal and Torres Strait Islander communities and their leaders, respecting traditional culture, values and ways of doing business
* Ability to work as part of a multi-disciplinary team and actively contribute to the team.
* The ability to work with other health professionals and organisation’s
* Demonstrated understanding of the health, social and emotional wellbeing needs of Aboriginal and Torres Strait Islander people
* Interpersonal skills that demonstrate the ability to effectively communicate negotiate and liaise with clients and members of the community, general and technical staff in the provision of professional quality client service
* Demonstrated ability to deliver health promotion programs to Aboriginal and Torres Strait Islander target groups in the target area
* Demonstrated commitment to maintain a healthy lifestyle and to engage and encourage Aboriginal and Torres Strait Islander people to commit to lifestyle change
* Demonstrated competence in use of Business technology and desktop applications, internet, word, spreadsheet, and database packages.
* Good communication and interpersonal skills

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| **Approved by:** |  | **Date:** |  |
| I have read the above Position Description and understand and accept the role requirements for the position of Deadly Choices Healthy Lifestyle Program Officer. |
| **Incumbent Signature:** |  | **Date:** |  |
| Note: The information contained on this position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. |