**POSITION DESCRIPTION**

**POSITION SUMMARY:**

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| --- | --- |
| **Position Title:** | TIS Project Officer |
| **Department:** | Youth Services | **Location** | Palm Island |
| **Reporting To (Title):**  | Manager, Youth Services |
| **Employment Status** | Full-time / Part-time  | **Level** | 3 - 4 |
| **Award** | Social, Community, Home Care and Disability Services Industry Award 2010 |
| **Contacts and Critical relationships** | **Internal** * Manager, Youth Services
* Executive Managers – Community Services and Operations
* Youth Services staff
* Primary Health staff
* Other PICC programs

**External*** Palm Island Community
* Institute for Urban Indigenous Health (IUIH)
 |
| **Organisation Structure** | ***See Attachment*** |

**ABOUT THE ORGANISATION**

PICC is a not-for-profit, community-controlled organisation that provides a wide range of health, community services, and social enterprises. PICC’s community services include child protection, early childhood, disability, youth, community justice, domestic and family violence, women’s and family programs, and diversionary services. Our health and community services are funded by various state and federal funding bodies. Our Social Enterprises are a self-funded arm of PICC that includes the community shop, mechanical and fuel services, accommodation, catering, cleaning, transport, maintenance services, and other activities. PICC established its Social Enterprises to provide necessary services and create local employment on Palm Island.

PICC’s Vision and Mission are:

* **Vision**: Palm Islanders are safe, healthy, empowered and prosperous
* **Mission**: Quality, integrated and responsive services that meet community needs and are delivered by Palm Islanders.

**THE PROGRAM**

The Tackling Indigenous Smoking (TIS) program is funded by the Institute for Urban Indigenous Health (IUIH). Activities provided under the program include:

* School Education programs
* Tobacco stalls
* Tobacco surveys
* Encouraging Smoke free pledges (percentage of tobacco surveys)
* Smoke free community events
* Smoke free regional events

**THE ROLE**

The TIS Project Officer is responsible for delivering the TIS Education Program in schools and engaging in the planning, development, and delivery of community events. Working alongside the Youth Services Manager, this role will play a key role in executing the TIS activities outlined in the Regional Action Plan and is essential in driving the success of the TIS program and maximizing its positive impact.

The **Role Objective** is: to support the effective implementation, coordination, and management of the TIS Program, by conducting and supporting a range of tobacco education, promotion and prevent activities across a designated region.

**TECHNICAL DUTIES**

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| **KEY RESPONSIBILITIES**  | **KEY PERFORMANCE INDICATORS** |
| **Program Planning and Implementation**  |
| Conduct meetings with schools in a designated area to establish interest for the delivery of the Deadly Choices TIS education program | * No. of TIS programs provided
* Target: 4 per quarter
* Reported in Qualtrics online
 |
| Implement the delivery of the TIS education programs and activities in schools | * No. of TIS programs provided
* Target: 4 per quarter
* Reported in Qualtrics online
 |
| Distribute health information/program materials and support participants in making choices on quitting smoking and/or vaping and understanding of risk factors | * No. and description of marketing campaigns
* Reported in Qualtrics online
 |
| Undertake the distribution of program surveys and their collection, and ensure appropriate records of program activities are maintained | * No. of tobacco surveys conducted
* Target: 120 per quarter
* Reported in Qualtrics online
 |
| Work with the Youth Services Manager to plan and implement localised smoke-free community events | * No. of community events conducted
* Target: 1 per quarter
* Reported in Qualtrics online
 |
| Support and provide education, instruction and role modelling of key tobacco cessation messages at events | * Education, instruction and role modelling provided at events
 |
| **Community Engagement** |
| Establish and maintain positive relationships with community members, leaders, organisations, and stakeholders to keep them informed of TIS program objectives and activities | * Evidence of relationships in place
 |
| Actively listen to community feedback, concerns, and suggestions and incorporate them into program planning and improvements | * Evidence of feedback incorporated into program planning and improvements
 |
| Collaborate with community-based organisations, local leaders, and relevant stakeholders to leverage their expertise and resources. | * Evidence of collaboration
 |
| Support and provide tobacco education, instruction and role modelling of key tobacco cessation messages at community events  | * Education, instruction and role modelling provided at events
 |
| **Integration** |
| Build strong relationships and effective communication channels with clinic staff, including doctors, nurses, and administrators, to understand their workflows and priorities. | * Relationships and communication in place with primary health
 |
| Work with clinical teams to ensure the TIS program activities complement and enhance the clinic's existing services rather than duplicate or conflict with them. | * Collaboration occurs
 |
| Facilitate the sharing of relevant data with clinics to ensure a coordinated approach to patient care. | * Data shared
 |
| Establish clear referral pathways between the TIS program and the clinic to ensure smooth transitions for patients requiring specialised care or follow-up services. | * Pathway in place
 |
| Promote ACCHO’s and refer participants for support to quit smoking and/or vaping, and to complete Aboriginal Health Checks | * Collaboration with primary health
 |
| Work with ACCHO’s to identify opportunities for clinic-based tobacco education and promotional stalls to provide direct positive lifestyle and tobacco cessation messaging | * Collaboration with primary health
 |
| Identify opportunities to conduct a range of workshops and support activities for ACCHO staff, to improve tobacco cessation screening and intervention practices  | * Collaboration with primary health
 |
| Work with clinics to refine Quitline referral process | * Collaboration with primary health
 |
| Participate in continuous improvement activities | * Evidence of CI
 |
| **Marketing and Promotions** |
| Support the implementation of TIS campaigns and messaging within local communities  | * No. and description of marketing campaigns targeted at priority groups.
* Reported in Qualtrics online
 |
| Identify and utilise program feedback processes and collation of program testimonials and images | * Feedback used and collated
 |
| **Team Contribution**  |
| Provide a positive contribution to the team through participation in training, team meetings and team-based work processes  | * Team operating cohesively
 |
| **RESPONSIBILITIES GENERAL – ALL EMPLOYEES** | **KEY PERFORMANCE INDICATORS** |
| Participate in Workplace Health and Safety training and activities and Risk Management Planning activities | * Training and other activities recorded
 |
| Record incidents and near-misses in line with practice policy | * Incident reports recorded
 |
| Practice duty of care including meeting practice standards and accountability | * Evidence of compliance in audits
 |

**NON-TECHNICAL DUTIES –**

|  |  |
| --- | --- |
| **RESPONSIBILITIES** | **KEY PERFORMANCE INDICATORS** |
| Willingness to participate in and champion the adoption of agile principles within the team to constantly improve the customer experience | * Contribution to team
 |
| Meet the operating hours of the business as generated by customer demand | * Attendance records
 |

Please note that the duties outlined in this position description are not exhaustive, and only an indication of the work of the role. PICC can direct you to carry out duties, which it considers are within your level of skill, competence and training. You will be required to perform other duties/tasks as required by your Line Manager.

**SELECTION CRITERIA**

* Demonstrated ability to work with Palm Island community and its leaders, respecting traditional culture, values and ways of doing business
* Demonstrated understanding of the health, social and emotional wellbeing needs of Aboriginal and Torres Strait Islander people
* 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 organisations
* Strong public speaking skills, including effective communication, confident delivery, and the ability to engage and connect with the 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 technology and desktop applications: internet, word, spreadsheet and database packages
* Ability to work on weekends and after-hours

**Mandatory Qualifications/Professional Registrations and Licences:**

* Current C Class Drivers Licence (QLD)
* Current Blue Card
* Current Criminal History Check
* Preparedness to undertake First Aid and CPR Certificates
* Preparedness to undertake VET Training including Cert IV in Fitness

**Mandatory Vaccinations:**

* In accordance with Staff Immunisation Program

**STAFF ACKNOWLEDGMENT**

**POSITION TITLE:** TIS Project Officer

This position has been accurately described, is current and has been explained by:

**Palm Island Community Company Representative:**

 Date:……../………./………..

 *Signature*

**This position description is accepted with the full understanding of my obligations and authorities and I accept the responsibilities described herein:**

 Date:……../………./………..

 *Signature (Employee)*

**DISTRIBUTION**

 Signed original for employee personnel file

 Copy to employee