Deadly Choices Program Officer - MATSICHS  
(Ongoing, Full Time position)

What do we do?
The Institute for Urban Indigenous Health Limited (IUIH) is a not-for-profit Aboriginal and Torres Strait Islander Community Controlled Health Organisation, which leads the planning, development and delivery of comprehensive primary health care for the Indigenous population of the South East Queensland region.

IUIH and its Members serve Australia’s largest and fastest growing Indigenous populations, predicted to reach 131,000 in 2031.

- Join this dynamic organisation and drive your career forward
- Competitive Salary Package arrangements are available

This role: The DC Program Officer is responsible, as part of a small team, for the delivery of school and community based health education, promotion and prevention activities; in line with the SEQ Regional Action Plan and the Deadly Choices and Smoking Cessation Procedures Manuals.

The position will be responsible:

- 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
- Assist in the logistics and undertake delivery of the 6-week smoking cessation program
- Assist in or facilitate as appropriate the delivery of the DC FIT Program activities/sessions
- 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

To be successful in this role, it is desirable you would have or be willing to undertake:

- Certificate III or above in Aboriginal/Torres Strait Islander Primary Health Care – Community Care or equivalent.
- Current Blue Card
- Current C Class Driver’s License (QLD)
- Current Criminal History Check
- Ability to travel across the designated region as required

In return, you will be rewarded with the opportunity to develop your career within this organisation that truly values its people.

Under S25 of the Anti-Discrimination Act 1991 there is a genuine occupational requirement for the incumbent to be Indigenous. A Confirmation of Aboriginality may be required from the successful appointee

Applications (Resume and brief Covering Letter) must be submitted via SEEK

APPLICATIONS CLOSE – 3:00pm Friday 7 June 2019
## Position Title
**Deadly Choices Program Officer MATSICHS**

## Location
Based at MATSICHS and may be required to relocate, or work from other premises and various locations across the region, in line with program needs.

## Reports to
Youth Services Manager

## Department
MATSICHS Youth Services

## Direct Reports
Nil

## Delegation of Authority
As per the Finance & HR Delegations and Authorities – accessible on LogiQC – Doc 1448, UUIH Delegations of Authority

## Date of Approval
February 2019

### Our Organisation:
The Institute for Urban Indigenous Health Ltd was established by its founding members to provide a coordinated/integrated approach to the planning, development and delivery of comprehensive primary health care services for Aboriginal and Torres Strait Islander populations within the South East Qld Region.

IUIH established the Moreton Aboriginal and Torres Strait Islander Community Health Service (MATSICHS) in 2011 as a strategic response to the significant growth and geographic dispersion of the Aboriginal and Torres Strait Islander peoples in the Moreton Bay area.

IUIH has developed a number of youth based programs to support young men and young women in building individual capacity and resilience in the areas of culture, leadership, role modelling, healthy relationships, health and fitness. The MomenTIM (Tomorrow’s Indigenous Men) Program, funded by the Movember Foundation, is directed at 12-25-year-old boys/men. Deadly Sisters is a school based program for young women.

### Our Mission & Vision:
#### Our Vision:
Healthy, strong and vibrant Aboriginal and Torres Strait Islander children, families and communities.

#### Our Mission:
Family health and wellbeing through integrated health and social support services

#### Cultural Integrity:
The *IUIH Cultural Integrity Investment Framework* and *The Ways Statement* are a commitment by IUIH towards embedding proper ways in all aspects of our operations. The foundation for why we exist as an organisation; including our reason for being, must be driven by our commitment to the philosophical values drawn from *The Ways Statement*.

### Role Purpose:
The Deadly Choices Program Officer is responsible, as part of a small team, for the delivery of 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.

### Role 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 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
  o promoting physical activity, healthy eating, tobacco cessation;
  o leading groups in appropriate physical activity sessions
  o 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.

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 IUIH 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 IUIH and remain abreast of emerging issues.
- Encourage cross-functional collaboration to achieve the best outcome for the organisation.
- Champion IUIH’s Ways Statement both internally and externally to the wider community.

**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.

**Excellence:**
- Seek to understand your role in the larger Organisation system.
- Comply with and contribute to continuous improvement of all IUIH’s 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 Check-Ins and review processes
• Contribute to effective team performance which ensures IUIH 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 IUIH’s Work Health Safety goals and objectives remaining compliant with WHS Legislation and IUIH’s 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. IUIH can direct you to carry out duties which it considers are within your level of skill, competence and training at any time.

Please note that the duties outlined in this Position Description are not exhaustive and are only an indication of the work of the role.

IUIH reserves the right to vary the Position Description.

Role Requirements:

Skills and Experience:
• Ability to work on weekends and after-hours
• 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 organisations
• 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 technology and desktop applications: internet, word, spreadsheet and database packages
• Good communication and interpersonal skills
• Preparedness to undertake VET Training including Cert IV in Fitness

Mandatory Qualifications/Professional Registrations and Licences:
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