

JOB DESCRIPTION

Parlpuru Ninji Kari – Health Services Section		Classification	Administration & Support Officers
Job Title	Cancer Support Health Promotion Officer		Level
			ASO Level 7.1 – 7.4
Job Type	Full Time		Duration
			Ongoing, Dependent on external Funding
Salary	\$84,826 - \$94,803 p.a.		Location
			Tennant Creek
Position Number	HSS 89	Budget	HSS
			Closing
Contact	Human Resources (08) 8962 2633		
Reports to	Clinic Manager		
Information for Applicants	<p>Applications must be submitted Online via Anyinginyi Health Website, providing a one-page summary sheet, with a detailed resume/cv and response to the Selection Criteria. Alternatively provide your application in person or to hr@anyinginyi.com.au</p> <p>Confirmation of employment is dependent on the outcome of successful application for an Ochre Card/ Working with Children's Card.</p> <p>As per Anyinginyi Health Aboriginal Corporation Policy, all employees must be fully vaccinated against COVID-19. With a minimum of 3 COVID-19 vaccinations.</p>		
Hours of Work	Monday – Friday (excluding public holidays) 8:00am – 4:30pm.		
Special Measures	Not Applicable		
About Benefits	<ul style="list-style-type: none"> Salary packaging up to \$15,899.94 pa. Up to \$5000 relocation assistance and up to \$5000 repatriation assistance. 6 weeks annual leave as well as personal/carer's leave up to 10 days per year. Study leave can be negotiated. Remote retention allowance of \$750 Employee access to Anyinginyi Health Clinic – with free Prescriptions Free General Dentistry (Lab Work to be paid by employee) 		
<p><i>This ATSI Identified Position</i></p> <p><i>This position is designated Indigenous under Section 57 of the NT Anti-Discrimination Act. Aboriginal & Torres Strait Islander women are encouraged to apply.</i></p>			

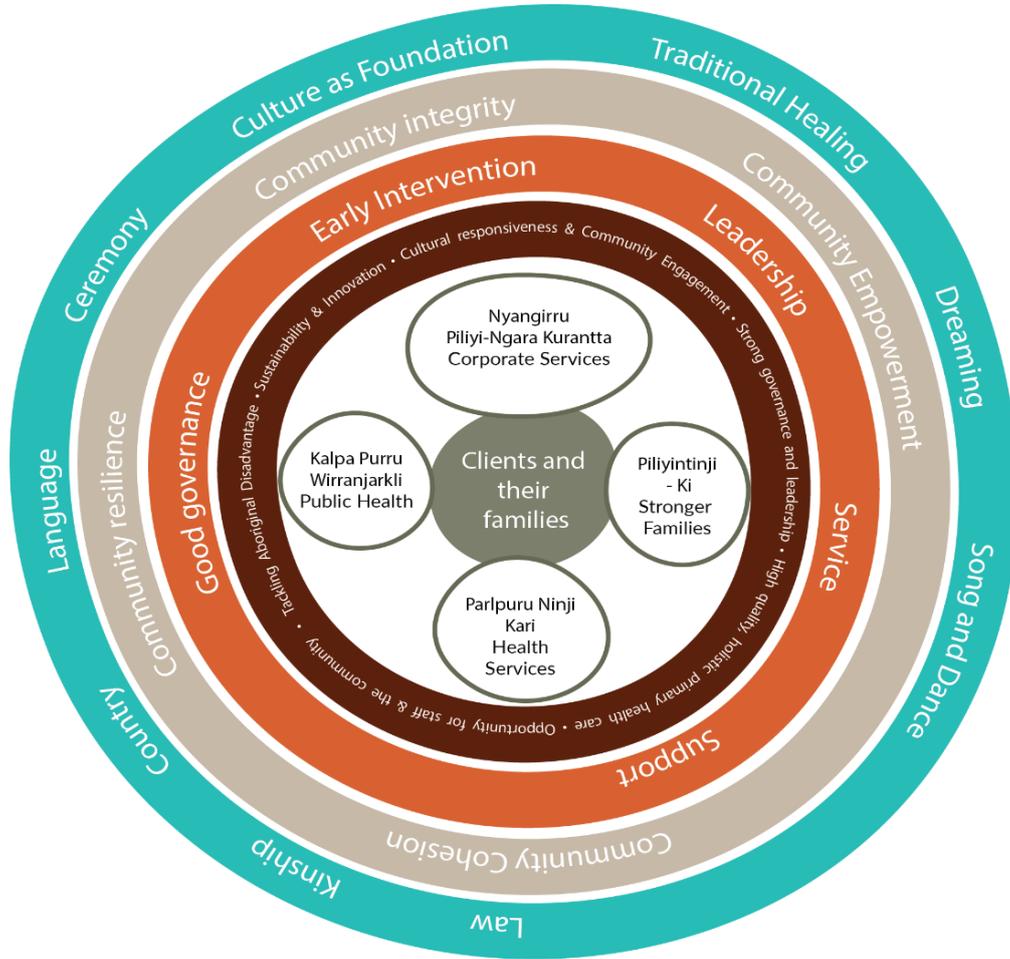
ABOUT THE OPPORTUNITY

The Cancer Support Health Promotion Officer is responsible for developing, implementing, and evaluating culturally safe cancer prevention, awareness, and early detection programs for Aboriginal and Torres Strait Islander communities.

The ambition of Anyinginyi Health Aboriginal Corporation is to provide Anyinginyi Health's staff with what they need, so they can meet the needs of clients.



PRIMARY HEALTH CARE DELIVERY MODEL



Anyinginyi Health adopts a social community development approach to delivering primary health care ensuring Aboriginal people have the right to affordable, accessible, and appropriate health care. Primary Health care has a broad focus on the social conditions and environment rather than just health care service. Anyinginyi Health’s holistic approach is based on social justice, equity, community inclusion and social acceptability broadly linked with the social determinants of health.

The integration of preventative measures through public health awareness, education, health promotion and community development are key to community capacity build and to empowering Aboriginal individuals, families and community accepting self-responsibility for health and wellbeing. When managing Aboriginal client care the three components of family, community and culture are intrinsic to good health outcomes.

The model recognises the strong role Culture and Cultural Authority play in a holistic approach to good health and wellbeing. The model respects the diverse cultural leadership structures and cultural identities of Aboriginal people, families and clients. Culture sets the foundation for Anyinginyi Health to strive to be compliant while maintaining cultural respect and ensures the principles of cultural responsiveness are considered in the design & implementation of health care. Our model integrates Primary Health Care best practice and Cultural best practice – this is how we do business.



ABOUT US

Established in 1984, Anyinginyi Health Aboriginal Corporation (Anyinginyi Health) is a multi-disciplinary organisation providing holistic primary health care to Aboriginal people of Tennant Creek and four small communities in the Barkly Region an area almost 150,000 sq.km in size. Anyinginyi Health remains dedicated to 'Closing the Gap' in Aboriginal health within remote Australia.

Anyinginyi Health is made up of six different sections (People & Capability, Corporate Governance, Health Services, Business Services, Public Health Unit and Piliyintinji-Ki Stronger Families) which allow them to have a holistic approach to health ensuring that clients' physical and emotional health and wellbeing is given the utmost priority.

Our Vision

Aboriginal people in the Barkly region enjoy equity in health status with that of other Australian citizens.

Our Purpose

To be a provider of high quality holistic primary health care services to the Aboriginal communities of the Barkly region in a culturally responsive way.

ABOUT THE TENNANT CREEK REGION

Year-round blue skies, stunning landscapes and vibrant, diverse and warm communities - that's life in the Northern Territory! Only a short flight from most Australian cities, Tennant Creek is not just a must-see destination renowned for its individual identity and rich cultural heritage but is a remarkable community to set up home in!

500km north of Alice Springs, Tennant Creek was once a rough and tumble droving town but is now a modern town and one of the Territory's most populated areas. It is home to a major regional hospital, a university, schools, shops and a supermarket, accommodation, bars, clubs and restaurants, banking facilities, sporting clubs and an airport - everything you need to set up a relaxing new lifestyle! People from all walks of life find themselves calling Tennant Creek home.



KEY STAKEHOLDER RELATIONSHIPS

- Aboriginal Community Controlled Health Services across the Barkly region and the Northern Territory, other not-for-profit services, and businesses as relevant to the role
- Liaises with a variety of government agencies, stakeholder representative groups and community groups.

Internal

- Maintains close working relationships with other officers, team members and employees of Anyinginyi Health Aboriginal Corporation
- Works in collaboration with the Senior Management Team and in consultation with the Board of Directors.

RESPONSIBILITIES OF THE POSITION

Health Promotion and Education

- Develop and deliver culturally appropriate education sessions on cancer prevention, early detection, and healthy lifestyle choices.
- Coordinate and support community campaigns and events to raise awareness of cancers impacting Aboriginal and Torres Strait Islander people (e.g. breast, bowel, cervical, prostate, lung)
- Promote participation in national cancer screening programs (Breast Screen, Cervical Screening, Bowel Screening)
- Develop or adapt culturally relevant health promotion resources, including brochures, posters, and digital media content.

Community Engagement

- Build and maintain respectful relationships with local Aboriginal and Torres Strait Islander communities
- Work collaboratively with Elders, community groups, schools, and partner organisations to support cancer awareness and prevention activities.
- Facilitate consultation processes to ensure programs are culturally relevant, community-driven, and effective.

Client Support and Advocacy

- Provide information and basic support to individuals and families affected by cancer
- Work alongside Cancer Support Liaison Officers, Aboriginal Health Workers, and clinical teams to provide holistic care and education.
- Assist clients in navigating cancer screening, referral, and treatment pathways

Program Management and Evaluation

- Plan, implement, and evaluate cancer-related health promotion projects in alignment with funding and organizational priorities.
- Maintain accurate program data, records, and reports for monitoring and evaluation purposes.
- Contribute to service reporting, funding acquittals, and program reviews as required.

Other Duties

- Comply with organizational policies, procedures, and work health and safety requirements
- Undertake other duties as directed by the Program Coordinator/ Manager within scope of skills and capacity.
- Participate in professional development and training as required.

Quality Management System

- Actively participate in the organisation's QMS (LOGIQC).
- Identify and participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.
- Demonstrate leadership and commitment to promote continuous quality improvement initiatives, give assurance that the quality objectives are measured and ensure the QMS achieves intended results by engaging and supporting employees to contribute to the effectiveness of the QMS.

General

- Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives, and values.
- Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
- Attend and participate in professional development activities including workshops and training as required.
- Attend and participate in Employee Development Days.
- Participate and comply with all Work Health and Safety responsibilities as per the *Work Health and Safety Act 2020 (WA)*.
- Identify and assist to reduce Work Health and Safety hazards and risks.
- Follow the reasonable direction of Work Health and Safety representatives.

Please note: This is a summary of key responsibilities and may not encompass all duties associated with the role.



KEY PERFORMANCE INDICATORS (KPI's)

Quality Management System (QMS)

- Ensure all tasks assigned to this position are completed within a six (6) week period.
- Actively lead continuous quality improvement initiatives across the organisation and promote an environment of effective CQI practices.

Stakeholder engagement and building local partnerships

- Establish a joint planning meeting with the local hospital and AMS to coordinate culturally safe referral pathways for Aboriginal cancer patients.

Communication and engagement activities to promote cancer awareness in community

- Local radio ads in language to promote upcoming screening days or meeting with local women's yarning circles to discuss relevant screening tests, i.e cervical self-collect, breast screening.

Working with the local community and Cancer program governance structure to identify cancer priorities within the community, including Communities of Practice

- Facilitate key yarning circles with community and advisory groups to identify specific cancer types and barriers/challenges.

Developing practical support and assistance to help community members and their families navigate the health and community support systems involved in the cancer journey

- Create a pamphlet of available services to access locally or development of a robust support pathway for patients.

**Complete an evaluation of the cancer program activities to measure success of the delivery of the cancer program activity/initiative
Complete quarterly activity reports for the funding bodies**

- Survey conducted on a 6 monthly basis or local interviews conducted with key community groups or yarning circles on a 6 monthly basis.



COMPETENCY PROFILE FOR THIS POSITION

Essential

- Identify as an Aboriginal and/or Torres Strait Islander person (Section 50(d) – Equal Opportunity Act 1984).
- Knowledge and understanding of cancer-related health issues impacting Aboriginal and Torres Strait Islander people.
- Demonstrated experience in health promotion, community engagement, or public health.
- Ability to design and deliver culturally safe, engaging health promotion initiatives.
- Strong communication and interpersonal skills, including group facilitation and presentations.
- Ability to work effectively with community members, Elders, health professionals, and external stakeholders.
- Well-developed organizational and project management skills.
- Competency in Microsoft Office and basic IT systems.
- Current driver's licence and willingness to travel within community/region.
- Ability to obtain a Working with Children Check and National Police Clearance.

Desirable

- Qualifications in Health Promotion, Public Health, Aboriginal Health, Community Services, or related field.
- Experience working in an Aboriginal Community Controlled Health Organisation (ACCHO).
- Familiarity with national cancer screening programs and related health policies.

Practical Requirements

- Willingness to travel within the region, including remote communities, sometimes involving overnight stays.
- Hours of work as per contract and in accordance with organisational policy

Desirable

- Experience working in the Barkly Region or in an Aboriginal Community Controlled Health Organisation.
- Qualifications in Health Promotion, Public Health, Aboriginal Health, Community Services or related fields.
- Familiarity with national cancer screening programs and related health policies.

Practical Requirements

- Willingness to travel within the region, including remote communities, sometimes involving overnight stays.



APPOINTMENT CONDITIONS

- Employment with Anyinginyi Health Aboriginal Corporation is **conditional on the employee providing NT Working with Children Check (Ochre Card)**, Satisfactory Criminal History Check.
- All Anyinginyi Health Aboriginal Corporation employees are preferred to be **Fully Vaccinated against COVID-19**.

Acceptance of Responsibilities:

I have read the requirements and responsibilities outlined in this Position Description, AHAC Code of Conduct and Employment Terms and Conditions and agree to meet and adhere to these and have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.

Name:		
	(Employee)	(Manager)
Signed:		
Date:		

EMPLOYMENT SCREENING

Employees are required to demonstrate that they have undergone appropriate employment screening in accordance with AHAC Policies. The following checks will be required for this role:

- National Police Check (current within the previous 6 months, or willingness to obtain)
- Valid Working with Children Check
- Current AHPRA Verification Check
- Current and Valid Driver's License
- National Disability Insurance Service Check
- Other