



Position Description

POSITIONS DETAILS	Regional Tackling Indigenous Smoking (TIS) Project Officer
LOCATION:	Oak Valley, Yalata, Ceduna, Port Lincoln, Whyalla or Adelaide
DEPARTMENT:	SAWCAN PROJECTS
REPORTS TO:	Tackling Indigenous Smoking (TIS) Project Manager
DIRECT REPORTS:	NIL
DATE UPDATED:	January 2026
HOURS OF WORK:	1.0 Full-time, 37.5 HOURS PER WEEK
AWARD CLASSIFICATION:	Health Professionals and Support Services Award 2020 Support Services employee—level 7
BASE SALARY	\$79,189.50 per year plus superannuation

PROGRAM OVERVIEW

The Tackling Indigenous Smoking Program aims to improve the health of Aboriginal and Torres Strait Islander people by reducing the prevalence of tobacco use and vaping through population health promotion activities.

The positions and program sit within a broader regional program under the South Australian West Coast ACCHO Network (SAWCAN) which is a partnership consortium of 5 Aboriginal Community Controlled Health Organisation (ACCHOs) including Yadu Health Aboriginal Corporation (Ceduna), Nunyara Aboriginal Health Service (Whyalla), Port Lincoln Aboriginal Health Service, Tullawon Health Service (Yalata) and Oak Valley Health Service.

Together, the SAWCAN services will collaborate to meet the objectives of the program guidelines, learn and share ways of working and support each other to make improvements on practice.

KEY POSITION OBJECTIVES

The Regional Tackling Indigenous Smoking Project Officer will work across the SAWCAN region to support the development and delivery of the TIS Program. Based and employed with SAWCAN, the Regional Tackling Indigenous Smoking Project Officer will work across 4 communities (Oak Valley, Yalata, Ceduna and Port Lincoln) to support local workforce to take a community level population health promotion approach to inform and support people in their decisions not to smoke or to quit smoking / vaping.

This position will:

- Work with existing TIS workforce at Ceduna and Port Lincoln to encourage community involvement in and support for local tobacco control and vaping activities.

- Arrange and organise the regional TIS team to deliver community TIS-related events in Oak Valley and Yalata.
- Increase community understanding of the dangers of smoking, vaping, chewing tobacco, the effects of second and third hand smoke, and the links between tobacco and chronic disease.
- Improve knowledge, skills and understanding of the health impacts of smoking/vaping and pathways to quitting among workers and community leaders.
- Promote the benefits of never smoking/vaping.
- Seek to reduce environmental smoke and exposure to passive smoking.
- Improve access to targeted support through referrals.
- Support the TIS Coordinator to implement the TIS 3-year project plan
- Support data entry and evaluation for the TIS program.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

The Regional Tackling Indigenous Smoking Project Officer will work across the SAWCAN region to:

Community engagement:

1. Support existing TIS workers at Ceduna and Port Lincoln to develop, organise and implement community-based health prevention activities (i.e. fun runs, local community events etc).
2. Coordinate and organise 4 x community TIS-related events in Yalata and Oak Valley.
3. Support and attend annual community events for World No Tobacco Day.
4. Support TIS workers at Ceduna and Port Lincoln to attend schools, early learning centres and youth hubs / organisations to deliver education sessions around the benefits of not smoking / vaping.
5. Work with schools, early learning centres and youth hubs / organisations in Yalata and Oak Valley to deliver education sessions around the benefits of not smoking / vaping.
6. Have a specific focus on delivering activities or educations sessions to the key priority target groups (pregnant women, young people and people living out on remote communities).
7. Link in with existing community groups (i.e., Mums and Bubs, Elders, Men's, Women's etc.) to promote TIS program, benefits of not smoking / vaping in Yalata and Oak Valley.
8. Support existing TIS workers at Ceduna and Port Lincoln to engage with local sporting clubs / groups to promote TIS program, benefits of not smoking / vaping.
9. Ensure all activities are culturally appropriate.
10. Share information about smoking/vaping cessation.
11. Increase community understanding across the region of the dangers of smoking/vaping.
12. Support existing TIS workers at Ceduna and Port Lincoln to work with local council, community groups, organisations and others who may be holding or arranging community events to have a smoke/vape free event / activity.

Smoke/vape-free workplaces:

1. Support existing TIS workers at Ceduna and Port Lincoln to promote and lead the development of a smoke/vape free workplace in their ACCHO.
2. Support existing TIS workers at Ceduna and Port Lincoln to provide cessation support / referral for staff and Board members at their local ACCHO.
3. Support other community organisations to implement smoke-free workplaces by providing support to develop and implement their own policies and procedures.
4. Actively share ideas and resources with peers and staff.

Communications, Media and local resource development:

1. Assist the SAWCAN TIS Coordinator in the development and delivery of regional smoking/vaping prevention and cessation marketing campaigns and events.
2. Capture pictures (with consent) from events for social media and reporting purposes.
3. Participate in local media (i.e. radio / TV) advertisements about the TIS program and benefits of not smoking.

Monitoring and evaluation:

1. Monitor and evaluate reduction of smoking/vaping in Aboriginal Families, workplaces, communities, and individuals.
2. Contribute to an effective monitoring, evaluation and sharing best practice for tobacco/vaping control activities within Aboriginal communities.
3. Participate in continuous quality improvement activities and apply quality improvement principles to all duties performed.

Networking and partnerships:

1. Work in partnership with SAWCAN partners / funded TIS organisations to deliver the regional TIS program.
2. Build strong partnerships with other organisations, schools and early learning centres across the region.
3. Work collaboratively with other organisations within your community to deliver TIS activities.
4. Develop and maintain strong relationships with the National Best Practice Unit for TIS.

Training:

1. Participate in appropriate education to develop and maintain professional expertise, Skills, and knowledge.
2. Attend ongoing training as required.
3. Participate in the sharing of information and resources obtained from training.

KEY PERFORMANCE INDICATORS

At the broadest level, this position must support in the implementation of the regional TIS Activity Workplan. The worker is responsible to support the localised implementation of this plan across the region as well as leading this work in Yalata and Oak Valley. The Activity Work Plan for 2023-2026 is attached as an addendum and makes up the key performance indicators for this position.

This role will have a specific focus on supporting data entry, collection and analysis as well as evaluation of program.

Keep records of:

- Number and Type of support provided to TIS workforce at Ceduna and Port Lincoln.
- Number of training / education sessions held that support existing TIS workforce to undertake their role within their community.
- Number of community events held in Oak Valley and Yalata (including: messages provided, numbers of attendees, partnerships made etc).
- How many organisations supported to become smoke-free environments.
- Progress against the 3-year regional TIS project plan.
- Number of community visits.

PERSON SPECIFICATION

Skills & Knowledge:

- Understanding of Aboriginal and Torres Strait Islander culture.
- Knowledge of the common physical health issues for people in rural and remote communities and the indicated treatment for high prevalence health conditions and literature underpinning such approaches.
- Strong interpersonal skills, including the ability to demonstrate empathy when required, exercise tact and initiate sound judgement when required whilst maintaining confidentiality.
- High written and verbal communication skills with ability to build relationships with all levels of the organisation and the community.
- Demonstrate ability to work flexibly within tight time schedules and in accordance with variable workload demands including sound level of numeracy and demonstrated attention to detail.
- Ability to build relationships with all levels of the organization and community.
- Excellent organisational and time management skills with the ability to manage competing tasks and priorities.

Previous Work Experience:

- Experience networking with health-related agencies at local, state and national levels.
- Previous experience in a similar role.
- Knowledge of regional health services.

Personal Attributes:

- Proactive 'can do' approach.
- High level of energy and physical endurance.
- Takes responsibility for achieving outcomes.
- Commitment to quality, health and safety.
- Is a team player.

Qualifications & Training:

- Current valid driver's licence, minimum of Class "C" or equivalent.
- Current First Aid Certificate, or ability to obtain.
- Current immunisations or willingness to participate in staff immunisation program.

KEY RELATIONSHIPS

- External Service Providers.
- SAWCAN staff.
- SAWCAN partners.
- Aboriginal and Torres Strait Islander communities and key stakeholders.

Acknowledgement

I..... acknowledge that I have been given a copy of this Position Description and that I have read and understand it.

Signed.....
(Employee)

Date ____/____/____

Signed.....
(Manager)

Date ____/____/____