NUNYARA
ABORIGINAL HEALTH SERVICE INC.

Job & Person Specification

Health Promotion and Support Officer – Cancer Program

The word Nunyara means Restored to health and comes from the language spoken by the Barngarla people, traditional owners.

Nunyara is an Aboriginal Community Controlled Health Service and is committed to meeting community needs by providing culturally appropriate primary health care and health promotion programs for the Aboriginal community in Whyalla, as well as education and advice to help families access the services they need from Government and mainstream services.

Organisations Values

Our values are Honesty, Respect and Integrity

Honesty	We show honesty by speaking truthfully, within the boundaries of confidentiality. This is shown in our dealings within the organisation and with our consumers and partners by saying what we mean and meaning what we say, keeping our promises, telling the truth tactfully, providing honest feedback and answers and admitting to mistakes.
Respect	We show respect by speaking and acting with courtesy. We treat others with dignity and use culturally appropriate ways of communicating. This is shown in our dealings within the organisation and with our consumers and partners by treating everyone fairly, communicating so people can understand, listening to others, and seeking and providing feedback.
Integrity	We show integrity by honouring our values and the rules of our organisation, government and nation. This is shown in our dealings within the organisation and with our consumers and partners by doing the right thing, abiding by the values, standing up for what we believe in, and taking responsibility for our mistakes.

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POSITION SUMMARY

Position Title	Health Promotion & Support Officer – Cancer Program
Classification Code	Administrative Grade 5 Level 1
Type of Employment	Fixed Term – until June 2027
FTE	1FTE
Position Created	October 2025
Last Review Date	November 2026
Next Review Date	November 2027

PERFORMANCE MONITORING

The incumbent is required to participate in a regular 1:1 Super Yarn meeting between supervisor and supervisee, in order to meet organisational, professional and personal objectives. Commonly referred to as a Performance Development Review, Supervision Meeting, or Appraisal. This will include a review of employee's performance against the responsibilities; performance outcome measures associated with the position and demonstration of appropriate behaviours which reflect a commitment to the Nunyara Aboriginal Health Service Inc.

QUALIFICATIONS

Essential	• A South Australian current driver's licence and willingness to drive is essential.
Desirable	• Experience in providing services to Aboriginal communities
Special Conditions	• Some Intra/Interstate travel may be required necessitating overnight absences and out of hours work. • Some approved out of hours work may be required for which time in lieu (TOIL) arrangements may apply. • The incumbent will be required to strictly observe the confidentiality of information received and given. • Successful applicant must be prepared to submit to a National Police Clearance and DCSI checks.
Salary / Award	• Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020

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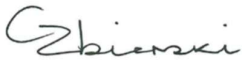
Job and Person Specification Approval

Signature:



Date: 15th October 2025
Position: Chairperson
Nunyara Aboriginal Health Service

Signature:



Date: 15th October 2025
Position: CEO
Nunyara Aboriginal Health Service

Team Structure

Supervisor Reports to:	Chief Executive Officer
Supervisor's Position:	Executive Manager – Service Operations
This Position:	Health Promotion and Support Officer – Cancer Program
Staff Supervised:	Nil

OTHER POSITIONS WITHIN THE ORGANISATION

Chief Executive Officer, Executive Manager – Service Operations, CQI & Projects Coordinator, Finance Manager, Clinic Manager, Practice Manager, Integrated Care Team Leader, Corporate Services Manager, Specialist Support Coordinator, Support Coordinator, Aboriginal Disability Liaison Officers, Elder Care Coordinator, Elder Care Connectors, Senior Clinic Receptionist, Patient Journey & Visiting Service Coordinator, People, Culture & Capability Officer, Clinic Receptionists Maintenance Officer, Community Medical Practitioners, Practice Nurses, Aboriginal Health Practitioners, Transport Officers

Visiting specialists & Health Professionals including:

- Respiratory Physician & Nurse
- Paediatrician
- Dietician
- Podiatrist
- Grief and Loss Counsellor
- ENT and Audiologist
- Optometrist
- Speech Pathologist
- Physiotherapist
- Psychologist
- Occupational Therapist

Contractors Including:

- Stock Management
- Medical Practitioner
- Medical Director
- Pharmacist

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Role Description

OVERVIEW

The Health Promotion and Support Officer - Cancer Care Program will create awareness and deliver education to the community to encourage positive behaviour change and increase awareness of cancer prevention, screening and early detection. The role will plan, develop and deliver cancer-specific health promotion activities that are co-designed, culturally safe and locally relevant, **and support community members to access and engage with cancer screening pathways**

The Health Promotion and Support Officer will work closely with SAWCAN and other ACCHOs to contribute to regional cancer initiatives, strengthen cancer screening participation and ensure alignment with the NACCHO Cancer Program and Aboriginal and Torres Strait Islander Cancer Plan. **This includes both health promotion activities and practical support to reduce barriers to screening, consistent with the NACCHO Health Promotion Officer and Cancer Support Officer role functions**

Position Characteristics

The Health Promotion and Support Officer – Cancer Program plays a key role in Nunyara's health promotion and cancer strategy, working collaboratively with SAWCAN and Nunyara staff to deliver culturally safe, community-driven initiatives that improve cancer awareness, screening, and early detection among Aboriginal people in Whyalla.
The role combines health promotion and cancer screening support functions. While community education and engagement remain central, the role also includes practical support to assist community members to attend and navigate cancer screening and diagnostic services, in a culturally safe and person-centred way.

- **Cancer Screening Support** – Support community members to understand cancer screening and diagnostic processes, assist with appointment coordination, reminders and follow-up, **support access to transport and, where appropriate, accompany community members to screening or diagnostic appointments,** and liaise with clinical teams and external providers to support continuity of care
- **Community Education & Engagement** – Plan, develop, and deliver culturally appropriate cancer awareness campaigns, education sessions, and community events that empower individuals and families to take an active role in their health
- **Cultural Relevance & Safety** – Ensure all education and communication activities reflect Aboriginal perspectives, promote cultural safety, and strengthen community trust in screening and treatment pathways
- **Social Media & Communications** – Develop engaging social media content and manage Nunyara's social media presence to enhance visibility, share key health messages, and celebrate community involvement in cancer awareness activities
- **Partnerships & Collaboration** – Work closely with SAWCAN, local ACCHOs, Cancer Council SA, and other mainstream services to align efforts and strengthen regional collaboration in cancer prevention and support

- **Screening Promotion & Support** – Co-ordinate and support cancer screening days, health promotion events and clinic-based activities in partnership with clinical teams, **including practical support to assist community members to attend screening appointments and reduce barriers to participation**, to improve screening uptake
- **Data & Evaluation** – Capture participation rates, community feedback, and barriers and enablers to access (including transport, appointment coordination and service navigation) to inform continuous improvement and contribute to SAWCAN's evaluation and advocacy efforts
- **Organisational Contribution** – Contribute to Nunyara's broader health promotion, communication, and community engagement strategies, ensuring activities align with organisational goals and health priorities

Level Characteristics

Admin Grade 5

(a) Positions at this level work under general direction in relation to established priorities, task methodology and work practices to achieve results in line with the corporate goals of the health service.

(b) Positions at this grade may, under general direction of work priorities, undertake the preparation of preliminary papers, draft complex correspondence for senior officers, undertake tasks of a specialist or detailed nature, assist in the preparation of procedural guidelines, provide information or interpretation to other interested parties, exercise specific process responsibilities and oversee and co-ordinate the work of subordinate staff.

(c) Work may involve specialist subject matter of a professional or technical project, procedural or processing nature, or a combination of these functions.

It is desirable that staff at this grade have **Aboriginal and/or Torres Strait Islander knowledge and cultural skills—level 1** which means:

(a) An understanding, awareness and sensitivity to Aboriginal and/or Torres Strait Islander culture and lore, kinship and skin relationships, local cultural values, the ability to conduct oneself in a culturally appropriate manner and an understanding that Aboriginal and/or Torres Strait Islander culture is not homogenous throughout Australia;

(b) Where relevant, a knowledge of one or more relevant Australian Aboriginal and/or Torres Strait Islander language groups;

(c) An ability to deliver or assist in the delivery of effective and appropriate services to an Aboriginal and/or Torres Strait Islander clientele through knowledge of the relevant Australian Aboriginal and/or Torres Strait Islander community, the ability to effectively communicate with Aboriginal and/or Torres Strait Islander people, and a knowledge of cultural conventions and appropriate behaviour;

(d) An awareness of the history and role of Aboriginal and/or Torres Strait Islander organisations in the relevant region, an understanding of the organisations and their goals and the environment in which the organisations operate;

(e) The ability to function effectively at work in an Aboriginal and/or Torres Strait Islander organisation; and

(f) An understanding and/or awareness of the concepts of Aboriginal and/or Torres Strait Islander self-determination and Aboriginal and/or Torres Strait Islander identity.

Working Relationships / Partnerships

The South Australian West Coast ACCHO Network (SAWCAN) is a partnership consortium consisting of five ACCHOs on the Eyre Peninsula and Far West Coast of South Australia:

1. Nunyara Aboriginal Health Service
2. Port Lincoln Aboriginal Health Service
3. Yadu Health Aboriginal Corporation
4. Tullawon Health Service
5. Oak Valley Health Service

The purpose of SAWCAN is to work collaboratively as a region to:

- Build capacity within the region to achieve improved health and wellness outcomes for Aboriginal people
- Demonstrate a strengths-based approach to achieving large scale solutions
- Share and co-operate with each other to utilise each other's skills, experience and specialist knowledge
- Leverage opportunities by advocating as one voice
- Become a central point of contact that provides advice and direction to external parties on any Aboriginal specific funds and programs coming into our region as it relates to health and wellbeing
- Act as a point of truth telling and supporting each other

In addition to Nunyara's employees, this position will work closely with all members of SAWCAN.

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Key Performance Indicators (KPIs)

The incumbent will use the indicators below as an ongoing framework for performance monitoring, service evaluation, and continuous improvement. KPIs will be reviewed regularly in consultation with the Supervisor and team.

KPI Area	Responsibilities / Key Tasks	Expected Outcomes / Measures	Employee Comments	Supervisor Comments	Rating
Community Awareness and Education	Plan, develop and deliver cancer awareness campaigns, education sessions and promotional materials	Increased awareness of cancer risks, prevention and early detection			
	Roll out SAWCAN-developed regional cancer resources and adapt them for local relevance	Regional SAWCAN resources implemented and adapted to local context			
	Promote and support participation in national and regional cancer awareness days, weeks and months	Positive community engagement and participation rates in awareness activities			
	Facilitate community-led and culturally safe education initiatives				
	Develop engaging social media content and manage Nunyara's social media presence to promote cancer awareness and other related health initiatives	Increased online engagement and visibility of Nunyara's cancer awareness and other health promotion work			
	Support and host cancer screening events in collaboration with the clinic team	Increased participation in screening among Aboriginal community members			

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KPI Area	Responsibilities / Key Tasks	Expected Outcomes / Measures	Employee Comments	Supervisor Comments	Rating
Screening and Early Detection	Deliver locally tailored health promotion resources that encourage screening uptake	Locally relevant, culturally appropriate health promotion resources developed and distributed			
		Positive feedback from participants and partners			
Partnerships and Collaboration	Work with SAWCAN, local ACCHOs and mainstream cancer services to co-design and strengthen programs.	Strengthened partnerships and communication across the regional network			
	Contribute to regional planning and collective problem-solving with the SAWCAN Cancer Care network	Collaborative initiatives implemented and evaluated			
		Contribution to regional planning evidenced through meeting participation and reporting			
Data and Evaluation	Capture participation rates, lived experiences, barriers and enablers related to screening and cancer care access	Accurate and timely data collection supporting CQI and SAWCAN evaluation			
	Contribute to data collection systems, CQI activities and regional evaluation requirements	Improved evidence base for local and regional advocacy			
Reporting & Organisational Contribution	Prepare monthly/quarterly reports for CEO/Board Contribute to strategic planning and policy development	Accurate and timely reports Evidence of organisational contribution			

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KPI Area	Responsibilities / Key Tasks	Expected Outcomes / Measures	Employee Comments	Supervisor Comments	Rating
Screening Access & Support	Support community members to attend screening and diagnostic appointments through navigation, reminders and practical assistance	Reduced missed appointments and increased screening follow-through			
Barriers Reduction	Identify and address barriers to screening (e.g. transport, fear, system navigation)	Documented barrier reduction strategies and positive client feedback			
Continuity of Care	Support smooth transition from awareness to screening and follow-up	Improved continuity between referral, attendance and follow-up			

These KPI's may be changed from time to time in consultation with Nunyara and the employee

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Scope of Work

1. **Teamwork and Communication**
   Promote the role and services of Nunyara; foster positive working relationships; contribute to committees and planning

2. **Documentation and Administration**
   Maintain accurate Communicare records; provide reports and statistics; ensure confidentiality; assist with policy development

3. **Quality Improvement**
   Participate in CQI, accreditation and mandatory training; support WHS and infection control

4. **Professional Development**
   Maintain registration; complete mandatory training; mentor staff and students; contribute to education programs

6. **Customer Service**
   Deliver respectful, culturally safe service; support client decision-making; uphold confidentiality and values

7. **Organisational Contribution**
   Participate in planning, meetings, and organisational initiatives; support colleagues; foster positive workplace culture

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GENERAL

Employees have a responsibility and obligation to comply with statutory and organisational requirements, procedures and rules that are introduced to ensure a safe and healthy work environment, free of discrimination and will contribute to these objectives by:

- Contribute to the achievement of outcomes, as identified in the Nunyara Strategic and any Activity Plans by:
- Comply with policies, procedures, and codes of conduct
- Contribute to risk management and WHS including identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and near misses in the workplace and correctly utilising PPE
- Uphold privacy, confidentiality, and records management
- Participate in continuous improvement, cultural awareness training and performance reviews
- Comply with and have a working knowledge and understanding of Infection Control policies and procedures.

- Promoting awareness and compliance with Equal Employment Opportunity principles.
- It is the responsibility of every employee to ensure that no official record created or received (in any format) is destroyed without following prescribed retention procedures and subsequent authorisation. It is further the responsibility of every employee to ensure they gain an understanding of what constitutes an official record. It is a requirement that all employees will adhere to the prescribed Policy, Procedures & Practices of this organisation in relation to records management.

This Position Description will be reviewed regularly, at least every 12 months, and when necessary during the course of the 12 months, by the Supervisor together with the incumbent. This regular review will ensure the Position Description is up to date and accurately reflects the duties carried out by the incumbent.

Acknowledged by Occupant (Signature):

..... **Date**: / /

Please print your First and Last name

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Selection Criteria

Essential Minimum Requirements

[including qualifications, skills, experience and knowledge]

1. Demonstrated ability to work effectively as a member of a team as well as independently as required
2. Demonstrated ability to work with Aboriginal communities, leaders, and health professionals, while respecting traditional culture, values and ways of doing business
3. Demonstrated high level English language skills, with the ability to communicate clearly, concisely and effectively, both verbally and in writing to a range of audiences
4. Experience in the development and delivery of a project/ program with an emphasis on community engagement
5. Experience in developing and maintaining effective and productive working relationships with key external stakeholders including government agencies and non-government organisations
6. Experience in the use of information technology-based systems, including word processing packages, electronic mail, databases, spread sheets, social media platforms
7. Proven ability to work independently under very broad direction and to identify performance outcomes, plan activities and set priorities to achieve objectives and meet deadlines
8. Demonstrated organisational and analytical skills, and the ability to work under broad guidelines, determine priorities and manage workloads in order to meet agreed timelines and objectives
9. Sound knowledge of primary health care and health promotion
10. Social Marketing skills or the capacity to quickly acquire such skills
11. Demonstrated interpersonal skills and ability to exercise tact and diplomacy, deal appropriately with sensitive issues, maintain a high level of confidentiality and an ability to recognise and resolve conflict appropriately

Desirable Minimum Requirements

[to distinguish between applicants who have met all essential requirements]

1. Previous working experience in an Aboriginal community-controlled organisation
2. Demonstrated knowledge of quality improvement processes and tools
3. Experience in writing reports, facilitating meetings, minute taking and developing/ delivering presentations