



Ord Valley Aboriginal Health Service

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Aboriginal Corporation ICN 275

Job Description Form

Cancer Support Health Promotion Officer

Vision Statement

Aboriginal people in Kununurra and the North-East Kimberley are supported to live **prosperous lives that are strong, healthy, and culturally safe.**

The Purpose that defines us

We bring **clinical, cultural, and community expertise** to deliver accessible and **holistic health and wellbeing care** for people in the North-East Kimberley.

Aboriginal Community-led

We are connected and accountable to the communities we serve. We are governed by Aboriginal community leaders. We deliver services in culturally safe ways, bringing the best of medical and cultural expertise to achieve positive health outcomes. Working with and responding to Aboriginal communities is central to what we do.

Organisational Values

The Ord Valley Aboriginal Health Service has been providing critical health and support services to local Aboriginal people since 1984. Our ambition is to deliver socially, culturally, and financially accessible health care that supports communities in the North-East Kimberley to be strong, healthy and safe. The organisation operates on the foundational pillars of Aboriginal leadership, self-determination and cultural diversity that underpin and shape the way the organisation conducts its business.



Community

We bring our connection with community to everything we do

PEOPLE TOGETHER



Respect

We show respect for all people, cultures and backgrounds

HEALTHY TOGETHER



MY MOB

Passion

We are deeply motivated to achieve outcomes



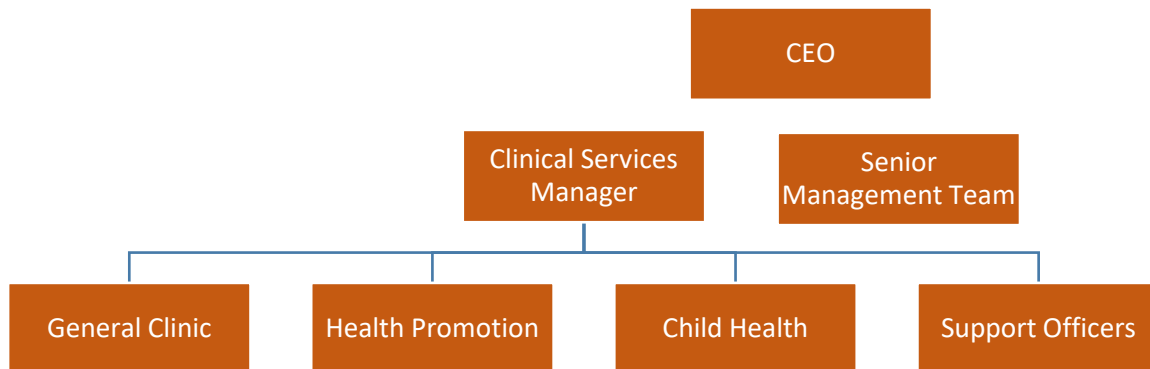
HEALTH & WELLBEING

Equality

We strive for equality, fairness and empathy for all people

Work Group	Clinic
Work Unit	Clinic
Reports To	Clinical Services Manager
Direct Reports	N/A
Award / Agreement	<i>Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
Award Classification	Level: 4
Approved by CEO	01/09/2025

Team Structure



Position Purpose

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 role will:

- Increase community understanding of cancer risk factors.
- Promote participation in national cancer screening programs.
- Support individuals and families affected by cancer.
- Collaborate with internal teams, external health services, Elders, and community stakeholders to deliver holistic, culturally responsive health outcomes.

Due to the nature of the Cancer Support Health Promotion Officer, you must identify as Aboriginal and/or Torres Strait Islander as per Section 50(d) of the Equal Opportunity Act 1984 (WA).

Strategic Alignment

The organisation’s Strategic Plan 2023- 2026 has four (4) overarching strategic goals, with each goal having specific outcomes.

The role is aligned with all four Strategic Goals.



POSITIVE
CHANGE

Primary health Care

Primary health care is the first means of accessing the health care system for many people and is critical to individual, family and community health outcomes.



HEALTH &
WELLBEING

Social and Emotional Wellbeing

Social and emotional wellbeing relates to the mental health for individuals and communities and is a key component for the overall health of Aboriginal people.



SUPPORT
COMMUNITY

Specialised Health

Our communities deserve targeted support to prevent and address complex health needs, including chronic disease and disability.



HEALTHY
TOGETHER

Population Health

Reducing future health challenges and to Close the Gap requires long-term system change and community - wide solutions.

Key Stakeholder Relationships

External

- Aboriginal Community Controlled Health Services across the Kimberley region and Western Australia, 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 Ord Valley Aboriginal Health Services.
- Works in collaboration with the Senior Management Team and in consultation with the Board of Directors.

Responsibilities of this Position

Cancer Support Health Promotion Officer

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 (BreastScreen, 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.
- Participate in professional development and training as required.
- Undertake other duties as directed by the Program Coordinator/Manager within scope of skills and capacity.

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.

Position Performance Indicators

The below Key Performance Indicators (KPI's) are used to assess, measure, evaluate, manage, and reward performance within each key result area of this position.

The below KPI's are to be assessed in line with the organisation's performance development framework.

Key Result Area	Key Performance Indicators
<p>Quality Management System (QMS)</p> <p>Stakeholder engagement and building local partnerships</p> <p>Communication and engagement activities to promote cancer awareness in community</p> <p>Working with the local community and Cancer program governance structure to identify cancer priorities within the community, including Communities of Practice</p> <p>Developing practical support and assistance to help community members and their families navigate the health and community support systems involved in the cancer journey</p> <p>Complete an evaluation of the cancer program activities to measure success of the delivery of the cancer program activity/initiative</p> <p>Complete quarterly activity reports for the funding bodies</p>	<ul style="list-style-type: none"> • 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. • Establish a joint planning meeting with the local hospital and AMS to coordinate culturally safe referral pathways for Aboriginal cancer patients. • 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. • Facilitate key yarning circles with community and advisory groups to identify specific cancer types and barriers/challenges. • Create a pamphlet of available services to access locally or development of a robust support pathway for patients. • 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

Competencies are the specific knowledge, skills and attributes needed to successfully undertake the role. The profile is used for recruitment, performance review, planning, and training and development activities.

Qualifications, Skills, Experience and Knowledge

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 organizational policy and the ACCHS Award – Level 4.

EMPLOYMENT SCREENING

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

- National Police Check (current within the previous 3 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