



Ord Valley Aboriginal Health Service

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Job Description Form

Cancer Support – Health Promotion Nurse

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 a people, cultures and backgrounds

HEALTHY
TOGETHER



MY
MOB

Passion

We are deeply motivated to achieve outcomes



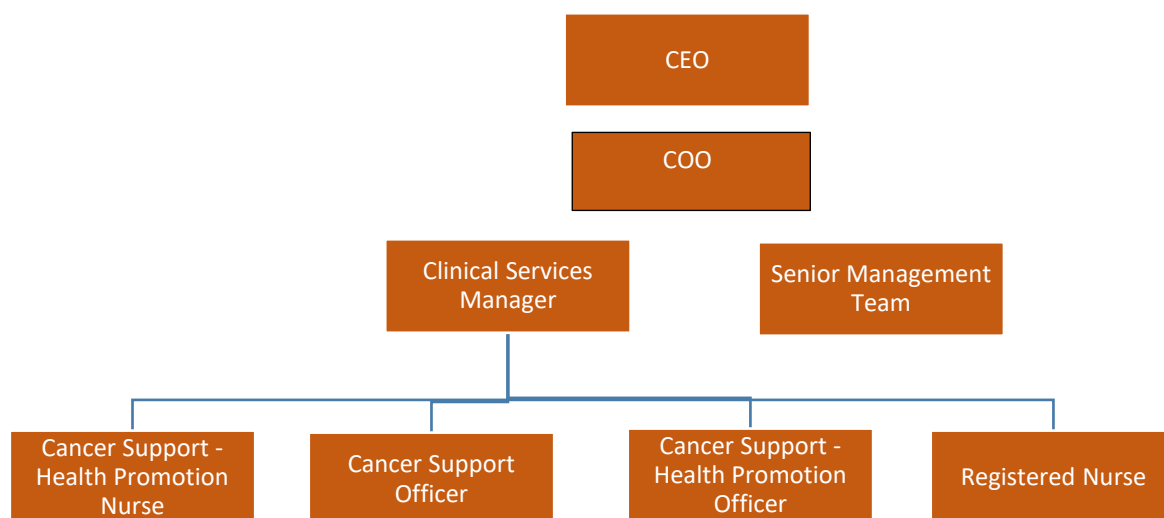
HEALTH &
WELLBEING

Equality

We strive for equality, fairness and empathy for all people

Job Position	Cancer Support – Health Promotion Nurse
Work Group	Clinic
Work Unit	Clinic
Reports To	Clinical Services Manager
Direct Reports	N/A
Award / Agreement	<i>Nurses Award 2020</i>
Award Classification	Level 2
Approved by CEO	30.07.2026

Team Structure



Position Purpose

The Cancer Support – Health Promotion Nurse will support the Cancer Support Officer to provide practical day-to-day support and assistance for Aboriginal and Torres Strait Islander people/families and community with navigating the health and community support systems involved in and around the cancer journey.

The Cancer Support Health Promotion Nurse is also 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.

OVAHS is committed to improving employment opportunities and outcomes for Aboriginal and Torres Strait Islander people. As a measure to achieve equality and support, Section 51 of the Equal Opportunity Act 1984 (WA) will apply to this position. Aboriginal people are encouraged to apply.

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**



**HEALTH &
WELLBEING**



**SUPPORT
COMMUNITY**



**HEALTHY
TOGETHER**

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.

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.

Specialised Health

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

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 Nurse (clinical)

- Provide practical day-to-day support to Aboriginal and Torres Strait Islander individuals, families, and communities to navigate health and community support systems throughout their cancer journey.
- Build and maintain strong relationships with clients, families, health providers, and support services to ensure culturally appropriate and coordinated cancer care.
- Liaise regularly with healthcare teams, including medical, nursing, and allied health staff, to support client follow-up, continuity of care, and adherence to treatment plans.
- Support the planning and delivery of cancer screening awareness activities and community events that encourage early detection and improve screening participation.
- Assist in developing and distributing culturally relevant cancer-related health promotion materials and communication campaigns in partnership with community stakeholders.
- Promote awareness of national and local cancer awareness events (e.g. awareness days, weeks, and months) to encourage community education and engagement.
- Advocate for client needs and represent OVAHS in relevant meetings, forums, and community events to support integrated and responsive cancer care services.
- Contribute to service integration efforts, in collaboration with OVAHS programs, the Kimberley Aboriginal Medical Services (KAMS), and external government and non-government agencies.
- Maintain accurate and confidential client records and assist in collecting data for program evaluation, service planning, and continuous improvement.

Cancer Support – Health Promotion Nurse

- 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
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 yarnning circles to discuss relevant screening tests, i.e cervical self-collect, breast screening.
Compliance & Reporting	• Effective completion of all Work Unit contractual obligations including program delivery, funding reports, evaluations, and compliance requirements.
Working with the local community and cancer program governance structure to identify cancer priorities within	• Facilitate key yarnning circles with community and advisory groups to identify specific cancer types and barriers/challenges.

the community, including Communities of Practice	
Complete an evaluation of the cancer program activities to measure success of the delivery of the cancer program activity/initiative	Survey conducted on a 6 monthly basis or local interviews conducted with key community groups or yarning circles on a 6 monthly basis.
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.
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.

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

- Relevant experience in cancer nursing
- Qualification or relevant experience in health, community development, or project work.
- Experience in planning and running community health promotion programs, especially in Aboriginal or remote areas.
- Ability to deliver culturally safe cancer education and co-design local health activities.
- Strong skills in engaging with communities and working with health and support services.
- Good understanding of health issues affecting Aboriginal and Torres Strait Islander people in the Kimberley.
- Experience creating culturally appropriate health promotion materials across various media.
- Ability to support clients through their cancer journey with coordinated and respectful care.
- Strong communication skills and ability to work both independently and in a team.
- High level of confidentiality and professionalism.
- Able to collect and report data to help improve services.

- Ability to manage conflict within a team orientated organisation.
- Highly developed written communication skills including the ability to write clearly and concisely, prepare complex written reports and manage the output of quality information.
- Highly developed interpersonal skills including negotiation and consultation skills and the ability to proactively establish and sustain effective stakeholder relationships.
- Effective organisational skills, the capacity to successfully manage competing priorities, maintain attention to detail and meet deadlines.
- Strategic thinking and planning skills with a clear focus on an organisational approach to social, economic and environmental wellbeing.
- A proven ability to foster strong relationships and work collaboratively with diverse communities to inform decisions, planning, strategy, and action.
- Results focused approach with the ability to identify and act on opportunities to improve short and long-term performance.
- A clear capability in driving accountability and effective performance measurement at both an individual and organisation level.
- Demonstrated ability to uphold the principles of cultural safety including an ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples.
- Holds a current WA C Class Driver's Licence and willing to travel to remote communities.

Desirable

- The person identifies as Aboriginal and/or Torres Strait Islander and is acknowledged as such by their community.
- Experience in using electronic patient information systems and databases within the primary health care setting, i.e. MMEx
- Experience working in an Aboriginal Community Controlled Health Organisation.
- Ability to interpret and manage an extensive variety of instructions and deal with several variables simultaneously.

Practical Requirements

- Some work out of normal hours of duty will be required.
- Depending on the nature of the region, some travel on light aircraft may be required.
- Intra and inter-state travel including overnight absences will also be required.

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

Acknowledgment and Acceptance by Appointed Employee

I certify that I have read and understand the responsibilities assigned to this position.

Employee Name:	
Signature:	
Date:	