



Njernda Aboriginal Corporation

## NJERNDABORIGINAL CORPORATION

### POSITION DESCRIPTION

Cancer Care Support Officer

#### PURPOSE OF THE ROLE

The Cancer Care Support Officer leads the delivery and coordination of cancer-related initiatives across Njernda Aboriginal Corporation service delivery area. This role supports the clinical team and health promotion staff to deliver culturally safe cancer awareness, education, screening promotion, and client support. This role plays a key role in improving access to cancer screening, strengthening connections between community and health services, and supporting clients and families across the cancer continuum from screening and diagnosis through to treatment, survivorship, and end-of-life care. The role supports culturally appropriate education and care coordination for Aboriginal people living in the community and ensures the cancer program reflects local needs and priorities.

| Position Details                                                                                                                                                                                                       |                                                                                                                          |
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| Position Title:                                                                                                                                                                                                        | Cancer Care Support Officer                                                                                              |
| Location / Department / Division:                                                                                                                                                                                      | Health and Aging                                                                                                         |
| Reports to:                                                                                                                                                                                                            | Primary Health Manager                                                                                                   |
| Positions reporting to this role:                                                                                                                                                                                      | Nil                                                                                                                      |
| Hours:                                                                                                                                                                                                                 | 37.5 / week                                                                                                              |
| Budget / Funding:                                                                                                                                                                                                      | This is a temporarily funded position until 30 <sup>th</sup> June 2027 with possibility of extension subject to funding. |
| Award and Pay Grade / Level:                                                                                                                                                                                           | Award: Dependent on qualifications<br>(Level / Grade: As above                                                           |
| Pay Point classification (if applicable)                                                                                                                                                                               | Pay point: Dependent on qualifications                                                                                   |
| Position Description last reviewed:                                                                                                                                                                                    | 1 September 2025                                                                                                         |
| Key Accountabilities                                                                                                                                                                                                   |                                                                                                                          |
| Coordinate the implementation of the Njernda Cancer Program, ensuring alignment with NACCHO funding requirements, community priorities, and the Cancer Australia Monitoring and Evaluation Framework.                  |                                                                                                                          |
| Lead cancer screening strategies across the region, including promotion of national programs (bowel, cervical, breast, lung, etc.), supporting uptake, and identifying and addressing local barriers to participation. |                                                                                                                          |
| Support clinical staff ensuring high-quality client support, culturally appropriate education delivery, and                                                                                                            |                                                                                                                          |

strong team coordination.

Develop and maintain strong partnerships with external services including Cancer Council, Medical Specialists, BreastScreen, the National Lung Cancer Screening Program, and local hospitals and Health oncology teams.

Collaborate with clinical staff to integrate and increase cancer screening, follow-up, and referral processes into routine care, and support the use of Best Practice software for cancer tracking and documentation.

Support community engagement activities collaboratively with Health Promotion Officer, including yarning circles, community consultations, and cancer awareness events to ensure community voices guide program direction and delivery.

Support program-level health promotion planning, including the co-design of culturally safe resources and social media content, in partnership with Njernda Health Promotion staff.

Monitor and report on program outcomes, including data collection, analysis, and reporting against agreed indicators and milestones.

Coordinate workforce and stakeholder training, including staff development around the cancer journey, the National Cancer Screening Register, and culturally safe cancer communication strategies.

Support continuous quality improvement (CQI) in cancer care, including cancer screening audits, referral pathway improvements, and integration of client feedback into service improvement.

Other related duties within your skillset as requested by management.

### Organisational Responsibilities

|                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Positively promote Njernda within and externally to the organisation                                                                                                                                                                        |
| Comply with the Njernda Code of Conduct                                                                                                                                                                                                     |
| Each employee has a responsibility to comply and promote practices with all Njernda policies and procedures and familiarise themselves with those relevant to their position                                                                |
| Comply with relevant registration bodies mandatory continuing professional development requirements as applicable, but not limited to case reviews, staff meetings, planning forums, service reviews and the integration of client feedback |
| Carry out all work and interactions in alignment with Njernda values                                                                                                                                                                        |
| Apply the highest level of confidentiality, understanding that confidentiality is an imperative for clients, their families, fellow employees and Njernda Aboriginal Corporation.                                                           |
| Commitment to ensuring a culture of child safety, preventing child abuse, and abiding by the child safety principles                                                                                                                        |
| Each employee has a responsibility to comply with and promote relevant legislation and professional standards in relation to safety, quality and risk relevant to their position                                                            |
| Each employee has a responsibility to comply with and promote compliance with their industry                                                                                                                                                |

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| standards and relevant regulatory requirements                                                                               |
| Participate in performance appraisal and supervision processes                                                               |
| Follow all work / occupational health and safety policies and procedures associated with conducting activities on or offsite |

### Njernda Values

|                                                                                                                    |                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| All staff are expected to behave in a way that is in alignment with our values:                                    |                                                                                                                                                                                  |
| <b>Respect</b><br>                | Establish relationships based on respect and trust.<br>Treats people with dignity, fairly and openly.<br>Demonstrates personal standards of consistency, tolerance and patience. |
| <b>Accountability</b><br>         | Taking ownership and initiative of Njernda values to ensure trusted collaborations are formed.<br>Be thoughtful of the impact of one's own behaviour on others.                  |
| <b>Resilience</b><br>             | Encouraging cultural and spiritual growth to enable personal growth                                                                                                              |
| <b>Advocacy</b><br>               | Working to transform the disadvantaged and challenge the causes that impact on our community.                                                                                    |
| <b>Cultural Sensitivity</b><br> | Welcoming and serving our community with understanding and without judgement.                                                                                                    |

### Key Relationships

| Internal                              | External                                                                                                        |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Health and Aging Staff and Management | NACCHO                                                                                                          |
| Broader Njernda teams                 | Hospital Networks, Cancer Specialists / Oncology Teams, Medical Specialists, National Cancer Screening Agencies |

### Selection Criteria

#### Essential:

#### Qualifications

- Tertiary or similar qualifications in Nursing, Aboriginal Health, health promotion, or a related field (or experience)

#### Skills

- Demonstrated understanding of Aboriginal and Torres Strait Islander health issues, and commitment to the principles of self-determination and community control.
- Experience in program coordination, service delivery, or project management within a health or community setting.

- Knowledge of national cancer screening programs, cancer pathways, and approaches to improving health literacy and participation.
- Strong skills in stakeholder engagement and partnership building across health, community, and specialist sectors.
- Proven ability to collect, analyse, and report data against program outcomes.
- High-level written and verbal communication skills, including the ability to develop resources and present information clearly to diverse audiences.
- Experience in supporting and delivering staff training and professional development.
- Demonstrated ability to work collaboratively within a multidisciplinary team and independently with minimal supervision.

#### **Experience**

- Minimum 3 years' experience in health program coordination or project management, ideally within an Aboriginal community-controlled health service or other health setting.
- Understanding of the diverse needs of Aboriginal people and cultural appropriate care.
- Experience in using Best Practice or other clinical software for program monitoring and reporting.
- Experience in co-designing culturally safe health promotion resources or community engagement initiatives.

#### **Satisfactory evidence of:**

Pre-employment checks not limited to at least two professional referees, proof of identity and qualifications, National police check, Working with Children's Check, full Victorian driver's license, disclosure of any pre-existing illness / injury and vaccination status in line with Njernda's current policy and procedure, and as applicable – eligibility to work in Australia, professional/regulatory licenses, registration and current good standing, and clearance on aged care banning orders.

#### **Desirable:**

- Previous experience working in an Aboriginal Community Controlled Health Organisation or similar setting.

### **TERMS & CONDITIONS OF EMPLOYMENT:**

Terms and conditions are in accordance with the Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: \_\_\_\_\_ Date: / / \_\_\_\_\_

Print Name: \_\_\_\_\_

**PLEASE KEEP A COPY OF THIS POSITION DESCRIPTION FOR YOUR RECORDS**

cc: Employee File