



Eastern Bay
Primary Health Alliance

Healthy Whānau, Healthy Lives

JOB DESCRIPTION – Smoke Free Practitioner

Purpose of Position:

The Smoke Free Practitioner is responsible for providing evidence based support and smoking cessation assessment and treatment to smokers within the Bay of Plenty; enabling them to be Smokefree.

Reports To:	Smoke Free Lead
Key Focus Areas:	<p>To assist in the reduction in smoking numbers across the Bay of Plenty by:</p> <ul style="list-style-type: none">• Providing relevant information to whānau and community health workers;• Conducting comprehensive assessment of clients including consideration of psychosocial history (family, recreational, educational, medical, vocational drug/alcohol, mental health, treatment and violence);• Develop and facilitate groups utilising tikanga, te reo and Mātauranga Māori to support young wahine Māori to quit smoking• On the basis of assessment, provide specialist intervention and treatment or refer to other team members for their specialist skills, or to other community services which will more appropriately meet the clients' needs and their goals.
Relationships	
Internal:	<i>EBPHA</i> Staff <i>EBPHA</i> Contractors
External:	EBoP and WBoP Smokefree Coalition Hapai te Hauora Smokers and their families General Practice Staff & Smokefree Champions Ministry of Health Health Promotion Agency NGO/Community Smokefree/Cessation providers Bay of Plenty DHB Smokefree Coordinator BOP Tobacco Control Coordination Service Toi Te Ora Public Health Service

Key Accountabilities and Competencies	Key Activities / Decision Areas / Achievements
<p>1. Relationship Management</p>	<p>Effective working relationships with the contractual key stakeholders are developed and maintained.</p> <p>Co-operative relationships with local Māori and Iwi Services are fostered to identify and help meet the needs of the community.</p>
<p>2. Project Development and Implementation</p>	<p>Effective project development and implementation processes are utilized.</p> <p>Projects have implementation plans that include activities, timeline, data collection specifications, reports and review processes in place at the on-set of each project.</p>
<p>3. Workplace culture and practices are sustainable and focused at all times on meeting stakeholders' needs.</p>	<p>Integrate the policies and management practices to promote sustainable high performance against the strategic objectives of the organisation.</p> <p>Create a workplace environment that encourages staff to do their best work and enables them to enjoy their work.</p> <p>Keep abreast of current political and international trends and issues affecting the health sector.</p>
<p>4. Communication with stakeholders is timely and aligned to achieving the organisation's objectives.</p>	<p>Establish, develop and maintain effective working relationships with service providers and other key stakeholders.</p> <p>Ensure service providers are kept informed of all project activities, and that all stakeholders are kept informed of key sector and local information and issues.</p> <p>Participate in wider community consultation and information sharing opportunities.</p> <p>Promote collaboration and integration between service providers.</p>
<p>5. Reporting</p>	<p>Reporting requirements are fully understood, planned and completed. Any deficits trends are reported to the Smoke Free Lead early.</p> <p>Reports simply and accurately demonstrate outcomes and objectives required.</p> <p>All reporting requirements for the EBPHA are completed on time.</p>
<p>7. Health & Safety</p>	<p>Displays commitment to the Workplace Health and Safety Programme Policy and relevant procedures through promotion, active planning and support.</p> <p>Ensures own and others safety at all times.</p>
<p>8 Treaty of Waitangi – Tiriti o Waitangi</p>	<p>Service activity, development and implementation are undertaken in accordance with the provisions of the Treaty of Waitangi – Tiriti o Waitangi - partnership, protection and participation.</p>

	Consultation is undertaken with appropriate Māori communities.
9. Interpersonal skills	<p>Personable and friendly, relates well to most people.</p> <p>Builds an effective level of rapport with people within a short period of time. Ensures client centric approach.</p> <p>Reads situations effectively, and tailors their responses to reflect the needs of the situation.</p> <p>Effectively communicates in situations requiring tact and diplomacy.</p> <p>Is able to communicate complex and involved (e.g. technical, medical) ideas to others.</p>
Qualifications	Key Activities / Decision Areas / Achievements
Academic Qualifications	<ul style="list-style-type: none"> • Stop Smoking Practitioner Programme and/or a Level 3 National Certificate in Health, Disability and Aged Support is preferred, or a willingness to work towards gaining the appropriate qualifications.
Experience, Skills & Attributes	<ul style="list-style-type: none"> • Excellent skills in: <ul style="list-style-type: none"> - verbal, written and interpersonal communications - working in teams • Demonstrated honesty and integrity • Good working knowledge and skills related to current office technologies • Good knowledge of structured reporting • Politically aware • Understanding of Treaty of Waitangi – Te Tiriti o Waitangi - partnership principles in health sector environment and how to apply them. • Basic knowledge of tikanga/kawa as a minimum along with the ability to successfully work with Māori clients and organisations.
Desirable	<ul style="list-style-type: none"> • Te Reo fluency • Social Media skills