



Quitline Specialist

(Ref. QUIT.53)

- Enhance and save lives through providing specialist telephone counselling and information to smokers wanting to quit
- Assist Cancer Council Victoria to reduce the prevalence of cancer deaths attributed to smoking
- Part time (0.6 FTE) leave replacement position until 30 June 2019 – St Kilda Road, Melbourne

About your environment

Since our establishment in 1936, [Cancer Council Victoria](#) has developed an international reputation for our innovative work in [cancer research](#), [prevention](#) and [support](#). As an independent, not-for-profit organisation, we play a leading role in reducing the impact of all cancers on all people.

[Quit Victoria](#) is located within the Prevention Division and is a joint initiative of Cancer Council Victoria, the Department of Health, the National Heart Foundation and VicHealth. Quit is dedicated to ending the tobacco toll with five priority areas: preventing new nicotine addictions, supporting people who smoke to become tobacco free, creating a tobacco-free environment, enhancing and tailoring efforts for priority populations, and leading and facilitating Victoria's efforts to end the tobacco toll. One of Quit's key support services is the Quitline which provides access to free and confidential specialist telephone counselling, self-help resources, advice and support for smokers.

About your opportunity

We are seeking a Quitline Specialist to join the Prevention Division. Reporting to the Quitline Manager, your role is to:

- Provide specialist telephone information, advice and tailored counselling to assist smokers who want to quit
- Conduct safe smoking cessation assessments for population groups with special health needs, including pregnant women, young people and individuals experiencing a mental or physical health condition
- Respond to a high volume of incoming calls that may be sensitive in nature, and where required make outbound calls to existing clients
- Ensure privacy and confidentiality legislation is adhered to

Utilise your counselling skills and experience to prevent cancer, empower patients and save lives.

All about you

We are looking for someone with:

- Tertiary qualification in counselling theory and practice or a health-related discipline and/or extensive training in counselling
- Demonstrated practical experience in a relevant health related field
- Excellent verbal communication and active listening skills with the ability to build rapport with callers
- The ability to remain calm and execute confidence and patience in a high-pressure environment

What we can offer you

This part-time (0.6 FTE) leave replacement position to June 30, 2019 provides a full-time equivalent salary within range \$59,823- \$66,208 pa (\$35,894 - \$39,725 pro rata for part-time) plus superannuation, annual leave loading and the benefits of not-for-profit salary packaging and a meal entertainment card. We also offer a flexible and friendly work environment, social and wellbeing activities and a location close to public transport.

To apply and for more info

Aboriginal and/or Torres Strait Islander Peoples are encouraged to apply.

Culturally and linguistically diverse applicants are encouraged to apply.

To apply for this opportunity visit <http://www.cancervic.org.au/about/careers/job-opportunities> to download a Position Description and the Key Selection Criteria and forward your full application (cover letter, resume and completed Key Selection Criteria document) to hr@cancervic.org.au. For more information, please contact Lindsay Whelan on (03) 9514 6172.

Cancer Council will only make contact with applicants that are shortlisted for interview. We are also unable to respond to recruitment agency enquiries.

All offers of employment will be made subject to satisfactory completion of employment checks including evidence of right to work in Australia, a National Police Check.

Applications close 28 January 2019