



JOB TITLE	Aboriginal Cancer Coordinator
DATE	November 2025
REPORTS TO	Clinical Services Manager
EMPLOYMENT TYPE	Full Time Fixed Term end date 30 June 2028

JOB DESCRIPTION

Purpose of role

The Aboriginal Cancer Coordinator will provide culturally safe, holistic support for Aboriginal and Torres Strait Islander patients and their families throughout the cancer journey. This role focuses on patient navigation, cultural advocacy, and improving access to quality cancer care by ensuring culturally appropriate services within community-controlled healthcare settings.

Main duties and responsibilities

Core objectives include:

Patient Navigation and Advocacy:

- Guide Aboriginal and Torres Strait Islander patients through the healthcare system, ensuring timely and appropriate cancer care.
- Assist patients in understanding treatment options, appointment, and self-determination in healthcare decisions.
- Provide emotional, social, and practical support to patients and their families, recognising the importance of cultural traditions and kinship.
- Advocate for patients' needs within hospital, cancer services, and multidisciplinary teams to ensure cultural safety.
- Facilitate access to 'Care on Country', telehealth services, and alternative care pathways for patients in rural and remote areas.

Culturally Safe and Holistic Support:

- Ensure culturally appropriate cancer care is provided at all stages, diagnosis, treatment, survivorship, and palliative care.
- Assist in coordinating referrals to supporting services.
- Support families and kin in navigating the emotional and practical challenges of cancer diagnosis.

Community Engagement and Collaboration:

- Maintain / Build strong partnerships with mainstream health services and community members.
- Collaborate with community to enhance cancer awareness and prevention efforts.
- Deliver or support community education services on cancer prevention, early detection, and treatment options.
- Act as a cultural liaison between patients, families, and healthcare providers to foster trust and engagement in the cancer journey.

Integrated Care and Multidisciplinary Teamwork:

- Work closely with nurses, GPs, oncologists, allied health professionals, and cancer specialists to ensure a coordinated, culturally safe approach to care.
- Demonstrated ability to break down complex cancer-related information for Aboriginal and Torres Strait Islander patients in a culturally appropriate way.
- Participate in multidisciplinary team (MDT) meetings, contributing a cultural perspective to cancer treatment and patient care plans.
- Assist in the integration of palliative care services, ensuring end-of-life care is culturally appropriate and respectful of family and community needs.
- Advocate for systemic improvements in Aboriginal and Torres Strait Islander cancer care, ensuring equitable access and better health outcomes.

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

Other duties

Fulfil other duties as required by management and other department personnel as requested/required.

PERSON SPECIFICATION

Qualifications

- Qualifications in health, nursing, Aboriginal Health Worker/Practitioner, social work, community services or similar (desirable).

Selection Criteria

Essential:

Cultural Knowledge and Connection:

- Strong understanding of the cultural, social, and health-related needs of Aboriginal and Torres Strait Islander communities.

Experience in Aboriginal Health and Advocacy:

- Proven experience supporting Aboriginal and Torres Strait Islander communities in navigating the healthcare system.
- Understanding of cancer care pathways, treatment processes, and survivorship care.

Strong Interpersonal and Communication Skills:

- Ability to build strong relationships with patients, families, and healthcare providers.
- Effective communication skills to advocate for patients and influence culturally safe practices in cancer care settings.

Community Engagement and Collaboration:

- Experience working with Aboriginal Community Controlled Health Organisations (ACCHOs) or Aboriginal Medical Services.
- Ability to engage and empower Aboriginal and Torres Strait Islander communities in health-related matters.

Organisational and Coordination Skills:

- Ability to manage multiple priorities and navigate complex healthcare pathways.
- Strong problem-solving skills and adaptability to challenges in cancer care coordination.

Desirable:

- Identify as Aboriginal and/or Torres Strait Islander.
- Experience working within an AMS, ACCHO, or Indigenous health service.
- Experience working in cancer care services.

	• Knowledge of telehealth services and their application in rural and remote healthcare.
Personal attributes	• Professional approach. • Ability to work calmly under pressure. • Organisational and time management skills. • Excellent attention to detail. • Confident manner. • Positive approach to change.
Other	• Current driver licence and willingness to travel across service area. • Nationally Coordinated Criminal History Check (Police Check). • NSW Working with Children Check. • First Aid & CPR certificate.

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Manager

.....
Date