



Family Centered Approaches – Cultural Broker

POSITION DESCRIPTION

Unit	Community Services
Reports to	Community Services Team Leader
Direct Reports	N/A
Hours of Work	38 hours per week
Mode of Employment	Permanent, Ongoing subject to funding
Award / Agreement	Social, Community, Home Care and Disability Industry Award 2010
Classification	Social and Community Services Employee Level 3- 4
Remuneration	In line with the above Classification
Salary Packaging	Range of salary packaging benefits are offered to part-time and full-time employees.
Location	21 Scott St Heywood VIC 3304 or 39 Hammond St Hamilton VIC 3300
Probationary Period	A six-month probationary period will apply.

1. PRIMARY PURPOSE OF POSITION

Empower and further strengthen Aboriginal families with an individual member at risk of or engaged in the justice system.

Leverage the natural role and strength of Aboriginal families, with culture as a critical protective factor for all family members, to support better outcomes for individual family members.

Address what have been identified as critical issues and gaps in the current service system.

2. KEY RESPONSIBILITIES

The key responsibilities of this position are to:

- Understanding the Impact of Past Policies and Trauma on the Individual and Family.
- Developing Cultural Connection Plans.
- Genograms and Individual and Family Wellbeing Plans.
- Teaching Advocacy Skills.
- Making referrals to programs including Peer Support Groups and Parenting Programs.
- Ensure workplans are delivered and recorded
- Enter data into Infoxchange as required.
- Complete funding reports with Team Leader
- Attend supervision with Team Leader on a monthly basis
- Prepare reports/internal newsletters when required
- Attend relevant training, meetings and information sessions
- Other duties as required within the scope of this role and coordinated through the line management.

3. WINDA-MARA VISION AND VALUES

OUR VISION

“That Winda-Mara Aboriginal Corporation is recognised as a progressive leader and a catalyst for positive change enabling Aboriginal people in Victoria’s far south-west to lead fuller lives”.

Our vision will be achieved by focusing on four themes.

“Mara”
People

“Kooyoorn”
Organisation

“Meerang”
Country

“Culture”
Culture

OUR VALUES

Our values and behaviours **prepares** us for sustainable success with our vision, our communities and each person.

Professionalism	Acting and practicing in a cultural, ethical, respectful, and inclusive manner.
Responsiveness	Responding in a timely, engaging, respectful and culturally appropriate manner.
Empowerment	Building, strengthening and empowering individual and community decision making.
Partnership	Creating better client outcomes through strong partnerships.

Accountable	Responsible monitoring and reporting systems ensuring transparent and accountable service delivery.
Respect	Respect for those clients, work colleagues, community members and others that we meet and work with each day.
Effectiveness	Effective 'results orientated' services meeting the needs of the community.
Social Justice	Providing justice, equity, social equality, and human rights.

4. SKILLS, EXPERIENCE AND KNOWLEDGE (KEY SELECTION CRITERIA)

- The trust and respect of the community
- Knowledge of values and beliefs of local Aboriginal cultures
- Local cultural knowledge of Aboriginal families, Elders and other community members
- An understanding of traditional and contemporary Aboriginal wellness and cultural practices
- Ability to effectively liaise with family groups and community organisations
- Obtained suitable experience and/or qualifications in family mediation/conferencing
- Sound knowledge and understanding of local Aboriginal culture and community
- Ability to effectively communicate with Aboriginal community/people
- Keen interest in a strong focus on the cultural, educational and aspirational required to motivate participants
- Ability to plan, implement and evaluate programs and services
- Demonstrated experience in steering committee management
- Demonstrated ability to develop, maintain and facilitate networks and community partnerships
- Good administrative and organisational skills
- Good written and verbal communication skills including the ability to prepare documentation and public speak.

5. POSITION REQUIREMENTS

Y	Current Victorian Drivers License
Y	Ability to obtain a National Police Check
Y	Ability to obtain a Working with Children Check
Y	This is an identified position under the 'special measures' section 12 of the Equal Opportunity Act 2010. Only Aboriginal and/or Torres Strait Islander people may apply.
Y	Must provide evidence of Certificate of COVID-19 vaccination or medical exemption
Y	After hours and weekend work may be required
Y	Pre-employment declaration

6. GENERAL TERMS OF EMPLOYMENT

All employees are to:

1. Abide by Winda-Mara's Policies and Procedures, Values and Code of Conduct.
2. Act in a safe manner to provide a safe working environment.
3. Participate in an Annual Performance Review and any other review processes.
4. Participate in training and other support as appropriate.
5. Attend and participate in team and divisional activities, meetings, and day to day work activities demonstrating respect and consideration for individuals and their experiences and expertise.
6. Communicate constructively to clients, other team members and/or company employees.
7. Be aware of and communicate to other employees opportunities for improvement in processes, practices or procedures.
8. Actively work with and support team members and/or employees to achieve organisation's goals.
9. Disclose any pre-existing injury/injuries and/or medical condition/s, which could be aggravated by the type of employment they are applying for. The existence of an injury/injuries and/or medical condition/s will not preclude the applicant from employment unless they are unable to perform the inherent requirements of the position. However, failure to disclose any relevant information may affect a claim for Worker's Compensation.

7. ACKNOWLEDGEMENT

In signing the acknowledgement below, I acknowledge and agree:

- I have read and understand this position description,
- To carry out the inherent requirements of this role to the best of my ability and knowledge, and;
- I have read, understand, and agree to abide by the company's values and code of conduct.

Name

Signature

Date