



Family Centered Approach – Cultural Broker

POSITION DESCRIPTION

Position Title Family Centered Approach – Cultural Broker

Unit	Community Services
Reports to	Community Services Manager
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 Infochange 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
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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)

1. The trust and respect of the community
2. Knowledge of values and beliefs of local Aboriginal cultures
3. Local cultural knowledge of Aboriginal families, Elders and other community members
4. An understanding of traditional and contemporary Aboriginal wellness and cultural practices
5. Ability to effectively liaise with family groups and community organisations
6. Obtained suitable experience and/or qualifications in family mediation/conferencing
7. Sound knowledge and understanding of local Aboriginal culture and community
8. Ability to effectively communicate with Aboriginal community/people
9. Keen interest in a strong focus on the cultural, educational and aspirational required to motivate participants
10. Ability to plan, implement and evaluate programs and services
11. Demonstrated experience in steering committee management
12. Demonstrated ability to develop, maintain and facilitate networks and community partnerships
13. Good administrative and organisational skills
14. 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	Aboriginality – “This position is an identified position with applicants being of Aboriginal and/or Torres Strait Islander descent under the ‘Special Measures Act’, and able to provide proof of requested documentation.”
Y	Must provide evidence of Certificate of COVID-19 vaccination or medical exemption
Y	After hours and weekend work may be required

6. GENERAL TERMS OF EMPLOYMENT

1. All employees agree to abide by Winda-Mara's Policies and Procedures and Code of Conduct.
2. All employees agree to act in a safe manner to provide a safe working environment.
3. All employees agree to participate in an Annual Performance Review and any other review processes.
4. Winda Mara will support employees to successfully perform their role through training and other support as appropriate.
5. Attend and participate in team/divisional activities, meetings, and day to day work activities demonstrating respect and consideration for individuals and their experiences and expertise.
6. Communicate constructively to 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 other team members and/or employees to achieve organisation's goals.
9. The successful applicant will be required to 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

I acknowledge that I have read and understand this position description. In signing the acknowledgement below, I agree to complete the inherent requirements of this role specified in the position description to the best of my ability and knowledge.

I acknowledge and agree that I will abide by the company's values, code of conduct, and policies and procedures.

Name

Signature

Date