



BOORNDAWAN WILLAM
ABORIGINAL HEALING SERVICE

Position Description

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| POSITION TITLE: | Programs Coordinator | | |
| REPORTS TO: | Practice and Development Manager | WORK AREA UNIT: | Therapeutic Group and Programs |
| FULL TIME OR PART TIME: | Full time | PRIMARY LOCATION: | Croydon |
| DIRECT REPORTS: | Nil | JOB CLASSIFICATION: | SCCDS 5 |

ABOUT THE ROLE:

The Program Coordinator (PC) position is to coordinate the development and delivery of educative, healing, therapeutic and cultural programs to Aboriginal Community members impacted by Family Violence at Boorndawan Willam Aboriginal Healing Services covering the Eastern Metropolitan Region.

The Program Coordinator is to provide a range of educational, healing programs to Aboriginal families who are impacted by family violence with a focus on promoting safety through respectful relationships and cultural connection. The Programs coordinator is responsible for working in collaboration with external partners and facilitators to develop and implement a range of programs for our clients and other stakeholders. Group programs are offered to Aboriginal youth and families to improve safety, supporting families to stabilise their lives, and strengthening connection to Aboriginal culture, Community, and family networks.

The Programs Coordinator will maintain effective networks with ACCOs and other Family Violence agencies to facilitate the healing journey for Aboriginal and Torres Strait Islander youth and families. The Programs Coordinator will consult with BWAHS staff and make referrals where required, to appropriate services to ensure safety and meet the diverse needs of Community members.

KEY ACCOUNTABILITIES:

- Undertake Intake, Assessment and Referral processes for cultural healing groups and primary prevention programs.
- Build partnerships with other relevant service providers to ensure increased access to programs for Aboriginal and Torres Strait Islander men, women, children, youth and families.
- Engage and consult with cultural leaders and family violence experts in the development and delivery of Aboriginal cultural healing Programs.
- Collaborate and support BWAHS staff in the development and provision of programs in line with the Cultural Framework.
- Coordinate programs and services for Aboriginal and Torres Strait Islander men, women and children who are impacted by family violence
- Maintain the safety of families and the accountability for the risk of violence at all times.
- Representation of the BWAHS at appropriate forums, meetings and Community gatherings.



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- Work collaboratively with BWAHS staff and Community members to develop and plan culturally appropriate therapeutic programs for Aboriginal Community members impacted by family violence.
- Conduct evaluations of all group programs.
- Participate in regular external supervision in alignment with the Health and Wellbeing policy, as well as internal supervision.
- Undertake training that as identified through a professional training needs plan developed in conjunction with the Practice and Development Manager.
- Participate in BWAHS overall development and strategic direction as required.
- Contribute to a positive and culturally safe workspace.
- Maintain records including case notes, reports, plans and statistics within required timelines including data and reports required to meet BWAHS contractual obligations.
- Ensure that client records are in accordance with BWAHS quality/audit requirements.
- Other duties as required.

KEY SELECTION CRITERIA:

1. An understanding of contemporary Aboriginal culture and the history of intergenerational trauma.
2. Relevant tertiary qualifications or demonstrated relevant work experience.
3. Experience in working in the family violence sector or related areas;
4. Demonstrated understanding and comprehension of the issues underpinning family violence, particularly as it relates the cultural context of women, children and their families within the Aboriginal Community.
5. Familiarity with a range of appropriate responses for supporting and families in increasing safety and promotion of healthy relationships free of violence.
6. Demonstrated experience in project management and provision of facilitation of groups and programs.
7. Ability to engage with internal and external stakeholders to structure collaboration of services and programs for women and children who are impacted by family violence
8. Knowledge of services in the EMR and/or a willingness to learn.
9. Understanding of Victorian Aboriginal Family violence strategies and frameworks.
10. Basic computer skills including: Outlook, Word and data reporting applications (such as IRIS).
11. Ability to work independently as well as part of a team.
12. Willingness to embrace opportunities for professional development where appropriate.

OTHER MANDATORY REQUIREMENTS:

- Current Victorian Driver's Licence
- Willingness to obtain a Police Check and a Working with Children's Check
- Current basic first aid qualification or the willingness to obtain the qualification

KEY ATTRIBUTES FOR ALL EMPLOYEES:



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- ***Commitment to BWAHS Vision, Mission, Values and Principles*** – All employees must demonstrate commitment to the organisation’s Vision, Mission, Values and Principles throughout employment activities and ensure individual development plans.
- ***Self- Assessment and Reflection*** – the capacity to recognise own feelings and those of others, for motivating ourselves and managing emotions well in ourselves and our relationships. To be resilient, capable of self-awareness, self-management, self-development, social awareness and relationship management, in order to contribute to a more effective and supportive organisational culture.
- ***Ethical*** – Reflects expected standards of behaviour and/ or Codes of Ethics.
- ***Culturally Aware*** – values social inclusiveness as a strength and positively utilises diversity.
- ***Communication and collaboration*** – Works with others to achieve common goals and disseminates information using appropriate media/ language to the right people at the right time.
- ***Accountability*** – Individual responsibility to deliver services with the relevant legislative and regulatory framework and in accordance with sound professional practice and business/ service management practice.
- ***Consumer/ Client focussed*** – Prioritises the needs of clients and the aims for the best outcomes for clients.
- ***Work Health and Safety***- All employees will perform their duties in accordance with BWAHS Work, Health & Safety policy.
- ***Privacy and Confidentiality*** - All employees will perform their duties in accordance with BWAHS *Privacy and Confidentiality policy*.