

Position Description

POSITION TITLE	Aboriginal Leadership Capacity Worker (Identified)		
REPORTS TO	Training and Education Lead	WORK AREA UNIT	Programs, Training and Development Team
FULL OR PART TIME	Full-time	PRIMARY LOCATION	Croydon
DIRECT REPORTS	Nil	JOB CLASSIFICATION	

About the Role:

This position is new, within a growing Programs, Training and Development team in BWAHS. The Aboriginal Leadership Capacity Worker is an identified position within the team and will be required to support the implementation of the Aboriginal Family Violence Training Calendar. The Aboriginal Leadership Capacity Worker role includes outreach to Aboriginal Community Controlled Organisations as well as promotion and coordination activities within Boorndawan Willam Aboriginal Healing Service workforce to assist with building the overall capacity of the workforce in the area of family violence services.

The position will report to the Training and Education Lead and work in close contact with the members of the Programs, Training and Development team. The role will also liaise with the wider community, ACCO contacts and education providers under the supervision and direction of the Practice and Development Manager. The role requires the incumbent to have the ability to present information to and consult with a range of stakeholders, liaise with current and prospective students and promote BWAHS as a provider of Aboriginal healing services education. The role involves the design and facilitation of a range of culturally safe training programs with Aboriginal organisations and co-facilitation with service providers who are working with BWAHS to conduct training programs to train workers with community members who are impacted by or have experienced or are users of family violence.

Key Accountabilities

The position is responsible for working in conjunction with the Team to implement the training calendar within the project timeframes. These duties include responsibility for:

Your responsibilities will include, but are not limited to:

- Identifying opportunities to support strong positive connection between BWAHS and Community Controlled organisations to promote training programs focussed on safety from family violence, healing and recovery;



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- Engaging with organisations through telephone, email and meetings as appropriate;
- Organising and facilitating meetings with Aboriginal service providers
- Providing input into the design and content of training in ways that are appropriate and suitable for you
- Maintaining records; including notes, reports, plans and data within required timelines;
- Participating in professional development activities to build on your strengths and abilities
- Development of content to bi-monthly publications as per the project stakeholder engagement objectives
- Facilitation of workshops associated with stakeholder engagement, project consultations and workforce capacity building
- Participating proactively in team project initiatives
- Support to other team members in periods of high demand and during periods of absence.
- Participation in project groups and attendance at events
- Maintain OH&S practices
- Undertake other duties as directed

Key selection Criteria

- **Demonstrated awareness and appreciation of Aboriginal societies and cultures**-and commitment to continually build knowledge of such, along with a high level of awareness of the key issues which impact upon Aboriginal communities
- **Facilitation skills** – Demonstrated ability to identify deliver workshops to staff working in Aboriginal Community Controlled Organisations with a focus on safety from Family violence, healing and recovery
- **Collaborative practice** – able to work together with colleagues in a culturally safe and respectful manner to meet objectives and outcomes of their role
- **Project management skills** –task breakdown and scheduling; communication management, risk management.
- **Reflective practice** –capacity to reflect on own practice; commitment to professional development in research
- **Interpersonal competence** – highly developed written and verbal/listening communication skills; negotiation skills; conflict resolution skills

Qualifications and experience

- Relevant work experience in supporting or implementing projects or programs in the community
- Able to form and keep up good relationships with community members and organisations
- Able to pick up the telephone and call our contacts in community organisations and discuss our educational and training projects with them to see if they would like to be involved
- Keep a record of people and organisations you have talked with and follow up with phone calls and emails as required
- Ability to work independently and as part of a small team

- Willingness to embrace opportunities for professional development where appropriate.

Highly desirable qualifications and experience

- Experience in working in the family violence and /or community services sector
- Relevant qualifications will be well regarded
- Experience in providing training or other activities with community groups including in the Victorian or other Aboriginal communities
- Full or partial completion of the TAE16 Trainer/Assessor Qualification at Certificate IV or Diploma level

OTHER REQUIREMENTS

- Understanding and commitment to privacy and confidentiality with all matters within an organisation.
- Current Victorian Driver's Licence.
- Hold a satisfactory Police Check and a Working with Children's Check or willingness to obtain the checks.
- Current basic first aid qualification or the willingness to obtain the qualification.
- Willingness to undertake occasional rural and regional travel.

KEY ATTRIBUTES FOR ALL EMPLOYEES

- **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, 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.