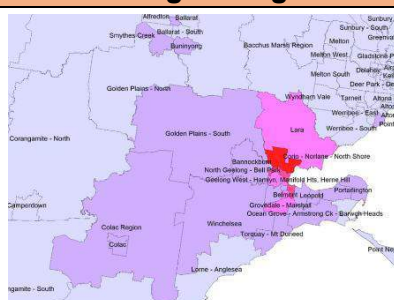


Wathaurong Position Description



Position Title	Works Crew Team Member – Lawns & Gardens
Location	Geelong
Unit	Housing Maintenance Team
Contract	Full Time
Award	Social, Community, Home Care and Disability Services Industry Award
Reports to	Housing Manager
Direct Reports	Team Leader

Wathaurong Aboriginal Cooperative Limited



The name Wathaurong (Wadda-Wurrung) is a recognised Tribe (community which consists of some 25 Clans) that form part of the Kulin Nation of Aboriginal people. The Traditional boundaries of the Wathaurong people span the coastline from the Werribee River to Lorne peninsula and traverse inland to a north direction towards Ballarat. Wathaurong services Aboriginal Communities living on Wadda-Wurrung, Gulidjan and Gadubanud Countries.

Wathaurong was formed by community in 1978 as a place of common ground where Aboriginal people could be together and share in a sense of community with formal registration in 1980 to support the social, economic, and cultural development of Aboriginal people, particularly within the Geelong and surrounding areas. Wathaurong Aboriginal Cooperative Limited is an Aboriginal Community Controlled Organisation governed by an Aboriginal Board who are elected through the Annual General Meeting process annually, with their Chief Executive Officer to operationalize the strategic directives of the Board.

(Pictured - Wathaurong Service catchment area)

Purpose of the Role

The position provides high quality and culturally appropriate home and property maintenance to clients, programs, members and occasionally for paying customers. The role undertakes mowing of lawns and gardening with rare occasional building maintenance and repair as required.

Wathaurong Position Description



Key Result Area	Key Responsibilities
Key Responsibilities	<ul style="list-style-type: none"> Follow jobs schedule and attend jobs as scheduled on time. General garden maintenance. Lawn mowing/edging/whipper snipper. Pest and weed control. Providing other support as required to the Lawns and Gardens Team Leader.

Key Result Area	Key Responsibilities
	<ul style="list-style-type: none"> Rubbish removal / general yard tidy. Basic home maintenance. Other relevant work as directed.
Administration & Compliance	<ul style="list-style-type: none"> Recording tasks in Workflow Max Monitor equipment and arrangement for maintenance of equipment Maintain vehicle of book and equipment register. Attend staff and team meetings as required. Comply with the standards of a child safe organisation in both practice and culture.

Selection Criteria
<p>Essential</p> <ul style="list-style-type: none"> Only Aboriginal and Torres Only Aboriginal and/or Torres Strait Islander persons are eligible to apply for this role. This is a special measures role and only Aboriginal and/or Torres Strait Islander peoples are eligible to apply, under the special measures provision, section 12(1) of the Equal Opportunity Act 2010 (Vic). Customer Service skills. Be reliable, and able to work unsupervised. Work well in a team environment. Manage schedules and processes. Have an eye for detail and an ability to use initiative. Practical written and verbal communication skills Knowledge of safe and appropriate culturally centred practices for Aboriginal and/or Torres Strait Islander focused services, including employment of Aboriginal and/or Torres Strait Islander people. Demonstrated understanding of social, physical, economical, and cultural strengths and challenges affecting Aboriginal communities and their ability to access adequate and quality services. Understanding of the purpose and expectations of the Victorian Child Safe Standards and demonstrated commitment to contributing to a child safe organisation in both practice and culture. <p>Desirable</p> <ul style="list-style-type: none"> Experience with Ride-on Mowers, Hand Mowers, Brush cutters, and Blowers.

Wathaurong Position Description



Conditions of Employment

- Must pass a National Police Record Check.
- Must pass and hold a Working with Children's Check throughout the period of employment.
- Must provide evidence of COVID-19 vaccination or medical exemption.
- Full drivers' licence.
- All Wathaurong positions are subject to funding.
- All Wathaurong staff are subject to an initial six-month probationary period.

Conditions of Employment

- Other terms and conditions are in line with the relevant award and Wathaurong internal policies.

Physical requirements & environmental conditions of the role

The following table identifies the physical and psychological work environment characteristics that are inherent requirements of the role. Where possible, Wathaurong will make reasonable adjustments to enable individuals with disabilities to perform the essential functions of their roles.

A signed pre-existing condition declaration form is required to be completed prior to commencing in this role

<i>Required activities / working environment</i>	<i>Frequency</i>
Computer based tasks, sedentary position, office based	Rarely
Repetitive manual tasks	Often
Driving, in & out of vehicles	Often
Lifting/moving equipment	Often
Walking, climbing stairs, bending	Often
Working alone or at a co-located site	Often
Confrontational/confronting situations <i>(Due to the nature of our work, there may be times when staff are exposed to behaviour, language and/or situations that can be confronting)</i>	Rarely
Working outside in differing weather conditions	Often
Attending external locations including client homes	Often

Wathaurong's Commitment to Safety

Wathaurong Position Description



Wathaurong is committed to providing a child safe environment. We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities.

Application and Recruitment

Applications should consist of a current resume and a cover letter including responses to the Key Selection Criteria, submitted in Word or PDF format before the closing date.

Enquiries regarding the position should be directed to hr@wathaurong.org.au or submitted directly via SEEK

Wathaurong Position Description



Applications for this position will close at **Monday 13th November 2023**

Shortlisted candidates will be invited to attend an interview.

Behavioural Expectations:

All employees with Leadership responsibility are required to:

- Follow all specified Human Resource Policies & Procedures
- Manage employees in a consistent and transparent manner, setting clear targets & behavioural expectations
- Select the best candidate for the role, free from discrimination
- Conduct monthly supervision, One on One's for a minimum of 30 minutes
- Conduct formal performance appraisal with set KPI's and individual development plan by March each year and conduct a mid-year progress review in September
- Make decisions within your delegated authority and funding agreements
- Ensure all funding agreement reporting requirements are undertaken in a timely manner
- Effectively manage employee time & attendance and leave applications
- Consistently manage the performance of all team members to ensure equity in work allocation

Key Performance Indicators:

- Operational procedures, workplans and practices are successfully implemented and managed to achieve internal and external Corporate Services Unit targets and outcomes.
- Deliverables are achieved and delivered within the approved budget.
- Role contributes to the safety and wellbeing of all employees and visitors to the Cooperative by reporting risks, hazards, and incidents and maintaining awareness of emergency procedures.
- Role ensures all staff have met reporting obligations of the funding agreements/activity statements listed above as well as any additional opened in period.
- Proactively manage all induction onboarding and cultural awareness training, conducted for new staff.
- Proactively ensure all performance reviews, probationary periods, fortnightly one on one's, fixed term contracts, staff grievances and performance issues are managed, mitigated, or resolved appropriately in a timely manner in accordance with HR policy and procedure (appropriate escalation point).
- Staff and self, receive consistent and adequate individual coaching and leadership to successfully lead their teams to meet cultural requirements, targets, objectives, and funding requirements.
- Conduct two reviews annually with to ensure all compliance and probity checks are valid.
- Role develops appropriate and meaningful partnerships with organisational and community stakeholders that align with strategic goals and objectives and support the achievement of service delivery and funding program targets.

Wathaurong Position Description



Position Description Acceptance

I _____ have read and, understood the above Position Description and agree to carry out the duties listed in my position description.

SIGNED by the **EMPLOYEE:**