

Wathaurong Position Description			
Position Title	Aboriginal Hub Practitioner- The Orange Door	Contract	Full-time Ongoing
Identified Position	Non - Aboriginal and/or Torres Strait Islander peoples are encouraged to apply		
Business unit	Family Violence		
Award	Social, Community, Home Care and Disability Services Industry Award 2020 – Social and Community Services Employee Level 5 Pay point 1		
Classification	Level 5 Pay point 1		
Salary			
Reports to	Formal line management and supervision by Wathaurong Family Violence Manager Day to day support and operational leadership by Aboriginal Practice Leader		
Direct Reports	Nil		

Wathaurong Aboriginal Cooperative	
	<p>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.</p> <p>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.</p> <p>(Pictured - Wathaurong Service catchment area)</p>

Purpose of the Role
Auspiced by Wathaurong, the Aboriginal Hub Practitioner will work in close partnership with the Hub Manager, Practice Leaders, the Aboriginal Practice Leader, and Team Leaders to lead high quality, culturally safe and effective responses to Aboriginal people seeking support and safety through the Hubs.



Purpose of the Role

The Aboriginal Hub Practitioner will be responsible for providing support, advice and interventions for those at risk of or experiencing family violence.

The Practitioner will provide advice to the Hub workforce on culturally safe and inclusive specialist family violence services, child and family services and perpetrator interventions.

In addition, the Practitioner will work to build and maintain effective partnerships with Aboriginal services and communities within the Hub Network to support choice for Aboriginal people.

Primary Responsibilities

- Providing culturally safe and responsive support to Aboriginal children, women and men by:
 - Co-working and providing daily specialist practice support for the Hubs staff
 - Managing a caseload of complex and/or sensitive cases
 - Operating with autonomy and accountability in supporting Aboriginal children, women and men.
 - Other duties as directed by the Practice Leader and consistent with the overall goals and responsibilities of this position
- Keep accurate and complete records of work activities in accordance with legislative requirements and the Victoria Government’s, information security and privacy policies and requirements.
- Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and occupational health and safety (OHS) policies and procedures.
- Comply with the standards of a child safe organisation in both practice and culture
- Mentoring and developing Hub Staff in working with Aboriginal children, women and men:
 - Building capability of Hub practitioners to deliver culturally competent responses to Aboriginal children, women and men, informed by cultural expertise, client experience and in line with the relevant practice frameworks and legislation
 - Providing practitioners with relevant information and access to systems to support safe and effective responses to Aboriginal children and families as part of an integrated practice approach
 - Modelling integrated practice approaches and behaviours integral to ethical clinical practice working with Aboriginal children and families
 - Sharing practice knowledge on Aboriginal approaches to holistic healing and whole of family practices



- Building the cultural safety of the Hub and supporting choice and self-determination of Aboriginal people.
- Liaising with organisations and services within the Hub network in order to improve direct service issues for Aboriginal people accessing services through the Hub.

Selection Criteria

Essential

- **Relevant tertiary qualifications and expert knowledge and experience within Aboriginal services:** has established expertise and capability to lead and embed culturally safe and responsive practice as part of an integrated service model of collaborative service delivery and quality clinical practice in the Hubs; has highly developed negotiation and relationship building skills; understands the role of the law and legal system in the context of responding to family violence; has knowledge of practice with Aboriginal women, children, families, victims and perpetrators of family violence.
- **Strong contemporary knowledge of Aboriginal culture, aspirations and self-determination:** has a strong understanding of the local service delivery environment for Aboriginal children and families and communities in the local area. Additional recognition will be given to Aboriginal and Torres Strait Islander applicants.
- **Works collaboratively to drive cultural change:** has a clear concept of the culture required to deliver effective, culturally safe and responsive services for Aboriginal people within an integrated practice context; delivers innovative practices that enhance quality outcomes for Aboriginal people; understands how to build and establish effective support networks.
- **Relationship building:** establishes and maintains relationships with people at all levels; promotes harmony and consensus through diplomatic handling of disagreements; forges useful partnerships with people across business areas, functions and organisations; builds trust through consistent actions, values and communication; minimises surprises.
- **Initiative and accountability:** proactive and self-starting; seizes opportunities and acts upon them; takes responsibility for own actions.
- **Teamwork:** cooperates and works well with others in pursuit of team goals, collaborates and shares information, shows consideration, concern and respect for others feelings and ideas, accommodates and works well with the different working styles of others, encourages resolution of conflict within the group.
- Excellent interpersonal skills with ability to develop positive stakeholder relationships and communicate with diverse individuals at all levels, both internally and externally
- Ability to demonstrate resilience and meet targets and objectives within a fast-paced, pressured environment
- Strong written and verbal communication skills including writing reports
- 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.
- Desirable**
- Identify as Aboriginal and/or Torres Strait Islander.
 - Demonstrated experience working with Aboriginal Community Controlled Organisations.

- 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 hold a current Drivers licence and provide a copy
 - Must pass safety screening checks as required based on the position and/or as requested by the funding body
 - Must provide evidence of COVID-19 vaccination or medical exemption.
 - All positions are subject to funding.
 - All positions are subject to an initial six (6) month probationary period.
 - Other terms and conditions are in line with the relevant industrial instrument and internal policies.

Wathaurong’s Commitment to Safety

Wathaurong is committed to providing a child safe environment. We have zero tolerance of any abuse or maltreatment of children. We report any allegations and wellbeing concerns to authorities.

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	Often
Repetitive manual tasks	Rarely
Driving, in & out of vehicles	Sometimes
Lifting/moving equipment	Rarely
Walking, climbing stairs, bending	Sometimes
Working alone or at a co-located site	Sometimes
Confrontational/confronting situations	Sometimes



Physical requirements & environmental conditions of the role	
<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>	
Working outside in differing weather conditions	Rarely
Attending external locations including client homes	Rarely

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

Applications for this position will close at **insert appropriate**

Shortlisted candidates will be invited to attend an interview.

- Key Performance Indicators:**
- Deliver screening and triage, assessment, crises responses, service planning, targeted interventions, allocation and coordinated referrals consistent with the Integrated Practice Framework, Operational Guidelines, Service Specifications, and relevant risk assessment tools and frameworks.
 - Identify, assess and prioritise risk and needs of women and children, families and perpetrators, drawing on the expertise of different practitioners in a multi-disciplinary team.
 - Work collaboratively with the Hub team to support integrated risk assessment and planning including participating in case conferences and meetings.
 - Identify when a Central Information Point (CIP) request is required and refer request to the Advanced Family Violence Practice Leader.
 - Navigate the broader service system for clients by referring clients to services and providing clients with information and support.
 - Record client information accurately on the Hub Client Relationship Management system (CRM).
 - Operational procedures, work plans and practices are successfully implemented and managed to achieve internal and external Family Violence Unit targets and outcomes
 - Operate within the legislative requirements of the Child Wellbeing and Safety and Children, Youth and Families Acts (CYFA) 2005 and Occupational Health & Safety.
 - Hub workforce are provided specialised on culturally safe and inclusive specialist family violence services, child and family services and perpetrator interventions.
 - Program 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
 - Meets reporting obligations of the funding agreements/activity statements listed above as well as any additional opened in period



- Key Performance Indicators:**
- Participate in the Cooperative’s Continuous Quality Improvement Processes.
 - Participate in relevant training.
 - 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.

Position Description Acceptance

Signed by the Employee:

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

.....

Name

Signature

Date