

Wathaurong Position Description			
Position Title	Women's Group Facilitator	Contract	Part-Time, Fixed-Term
Identified Position	Yes - This is a special measures role and only Aboriginal and/or Torres Strait Islander peoples are eligible to apply		
Business unit	Health Services		
Award	Social, Community, Home Care and Disability Services Industry Award [MA000100]		
Classification	Social and Community Services Employee, Level 2		
Reports to	Social and Emotional Wellbeing Team Leader		
Direct Reports	N/A		

Wathaurong Aboriginal Cooperative	
	<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 the local Aboriginal Community. Wathaurong 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 operationalise the strategic directives of the Board.</p> <p>Wathaurong operate on the traditional lands of the Wadda Wurrung, Boonwurrung, Gulidjan and Gabudanud peoples. Our support focuses on the local government areas of Geelong, Wyndham, Golden Plains, Colac Otway, Surf Coast and Queenscliff.</p>

(Pictured - Wathaurong Service catchment area)

Purpose of the Role
<p>The Women's Group Facilitator role within the Balert Bagoork – Strong Women program will support the planning and execution of weekly group gatherings tailored for Aboriginal and Torres Strait Islander women. By fostering a safe and supportive environment, the Balert Bagoork – Strong Women's group empowers women to cultivate meaningful relationships and support networks within the program and throughout the broader Wathaurong Community. Under the guidance of the Social and Emotional Wellbeing Team Leader, and in collaboration with the Social and Emotional Wellbeing team, the Women's Group Facilitator will play a</p>



Purpose of the Role
central role in planning and coordinating group sessions, prioritising the promotion of physical health and social and emotional wellbeing in a culturally sensitive setting. This support in delivering weekly Women's groups will help strengthen connections to culture, country, and community during group gatherings, enhancing the mental, emotional, physical, and spiritual health of women in the community.
Primary Responsibilities
<ul style="list-style-type: none">• Participate in the development of an annual calendar for Women's group activities and events, and review this as needed.• Assist in creating planning and running sheets and working within identified budgets for Women's group activities and expenditure.• Assist in the coordination and support of co-facilitators and guest speakers.• Assist in the coordination and support of catering or transport for groups or events.• Support in the set up and delivery of groups or events throughout the year.• Promote the delivery of Women's Group activities that are culturally safe, appropriate, and accessible for the needs of Aboriginal and Torres Strait Islander Women.• Be actively present for groups, working to ensure smooth delivery and assistance with trouble shooting on the day.• Facilitate promotion of Women's group, including assisting with the creation and distribution of flyers, social media content and other promotional material to members and community.• Assist with gathering data for reporting on group and event participation and feedback.• Contribute to the development, implementation, monitoring, review and evaluation of the Women's Group operations and delivery.• Actively participate as a team member in relevant meetings, professional development processes such as supervision and training.• Conduct regular risk assessments to identify potential hazards and mitigate risks associated with group activities to promote a safe environment.• Working from different sites as required• Other duties as lawfully and reasonably directed and within the scope of the position, and within the requirements of the organisation.• Commitment and contribution to Quality Improvement Activities• Work in a manner that observes Occupational Health & Safety legislation
Selection Criteria
Essential <ul style="list-style-type: none">• Identify as Aboriginal and/or Torres Strait Islander.• Experience working with Aboriginal or Torres Strait Islander communities and/or knowledge of Aboriginal community practices.• Excellent time management and organisation skills.• Good verbal and written communication skills.• Planning and organisational skills.• Ability to work effectively and cooperatively as part of a team.• Knowledge of safe and appropriate culturally centred practices for Aboriginal and/or Torres Strait Islander focused services.



Primary Responsibilities
<ul style="list-style-type: none">• Demonstrated understanding of the Social Emotional Well Being Framework, and cultural strengths and challenges affecting Aboriginal communities.• Demonstrated understanding of trauma and strengths-based practices when working with and supporting Aboriginal communities.• Understanding 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.
Desirable
<ul style="list-style-type: none">• Demonstrated experience working with Aboriginal Community Controlled Organisations.• Experience in facilitating groups or event management.

Conditions of Employment
<ul style="list-style-type: none">• 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 Driver Licence.• Must pass safety screening checks as required based on the position and/or as requested by the funding body• 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.	
<i>A signed pre-existing condition declaration form is required to be completed prior to commencing in this role</i>	
<i>Required activities / working environment</i>	<i>Frequency</i>
Computer based tasks, sedentary position, office based	Sometimes
Repetitive manual tasks	Rarely
Driving, in & out of vehicles	Sometimes
Lifting/moving equipment	Sometimes



Physical requirements & environmental conditions of the role	
Walking, climbing stairs, bending	Sometimes
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>	Sometimes
Working outside in differing weather conditions	Sometimes
Attending external locations including client homes	Often

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.

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Name

Signature

Date