

# ABORIGINAL ENGAGEMENT OFFICER POSITION DESCRIPTION

## FIRST 1000 DAYS PROJECT GIPPSLAND

**At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults.** Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

**So come and join us at Anglicare Victoria where there is a rewarding career ready for you** in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.



## Position details

<b>Position</b>	Aboriginal Engagement Officer
<b>Program</b>	First 1000 Days
<b>Hours</b>	Part Time
<b>Hours per week</b>	30.4 hours per week
<b>Duration</b>	Fixed Term
<b>Fixed term end date</b>	June 2020
<b>Location</b>	Morwell
<b>Reporting Relationship</b>	Team Leader
<b>Effective date</b>	April 2019

## Overview of program

The Latrobe First 1000 Days project is a partnership project between Latrobe City Council and Anglicare.

The Latrobe First 1000 Days has a focus on the two key issues affecting the first 1000 days for Aboriginal children in our community; family violence and disconnection from culture. In partnership with the community, the program is addressing the question - 'How might we provide the support parents need to overcome trauma and connect them to culture so that they can care for their children, so together they can thrive?'

The program is focused on implementing 'The Journey'. The Journey is made up of four components: Support through pregnancy; Welcoming Boorai to Country Ceremony; and Connecting Elders to Boorai. These activities will not only connect the new Boorai to their culture and heritage, but will help to connect the parents to culture to assist the healing process and help the parents to thrive and raise happy, healthy children who are connected to their local community. This is also an opportunity to bring the local community together and provide support for each other.

## Position Objectives

This section has the position objectives of the position. A maximum of four to six objectives is regarded as sufficient. Please delete rows that are not required.

1.	To facilitate engagement with the Aboriginal community in implementing The Journey
2.	Provide a trusted voice to the Aboriginal community ensuring The Journey is responsive to the views and needs of the community
3.	To promote the importance of the First 1000 Days
4.	To participate in relevant networks and maintain positive relationships with the community

## Key responsibilities

This section has the key responsibilities of the position. A maximum of seven responsibilities is regarded as sufficient. Please delete rows that are not required. Focus on the key responsibilities of the role and don't list every task and duty.

The key responsibilities are as follows but are not limited to:

1.	Work in partnership with the Project Officer in implementing, developing and reviewing elements of The Journey
2.	Inform the Advisory Group of activities and issues and follow their guidance
3.	Facilitate events and activities with the Aboriginal community to enable engagement
4.	Initiate and coordinate a range of activities that enables the Aboriginal community to continually consider 'how might we provide the support parents need to overcome trauma and connect them to culture so that they can care for their children, so together they can thrive?'
5.	Maintain recording of expenses for activities, and operate within approved budget
6.	Meet administrative and documentation requirements of the role including keeping up to date records of engagements and activities, and maintaining database of participants.
7.	Participate in supervision process. Attend agreed training courses as identified through self –evaluation, discussion with supervisor, annual reviews or other appropriate methods


## Key Selection Criteria

The Key Selection Criteria is the basis upon which applicants will be assessed. Applicants will be assessed on the role specific requirements and the Anglicare Victoria Capability Framework. In section A, the hiring manager can develop up to a maximum of an additional four role specific criteria. The role specific requirements must be numbered and listed in order of importance, with role specific criteria number one being the mandatory qualification as indicated below. When determining the role specific criteria, consider Key Responsibilities and the Position Objectives sections. Please delete rows that are not required.

The Key Selection Criteria are based on role specific requirements **and** the Anglicare Victoria Capability Framework. Applicants are required to provide a written response to **both** a) and b).

### a) Role specific requirements

Applicants are required to provide a written response to the role specific requirements. Each of the role specific criteria are to be addressed individually (no more than 2 pages in total).

 Role Specific	1. Capacity and commitment to work with parents and children as well as an established link to the Aboriginal Community
	2. Ability and willingness to work as part of a team and independently
	3. Appropriate verbal and written communication and organisation skills.
	4. An ability to set and maintain clear boundaries and expectations while ensuring confidentiality and privacy is maintained
	5. Developed negotiation and problem solving skills

## Key Selection Criteria (continued)

### b) Anglicare Victoria Capability Framework

Applicants are required to provide a written response to the Anglicare Victoria Capability Framework. Applicants are to describe how they demonstrate the characteristics in each of the two nominated capability groups; **Personal Qualities** and **Relationship and Outcomes** (no more than 1 page in total).

The Anglicare Victoria Capability Framework describes the capabilities required to meet the expectations of clients, colleagues and communities in today's changing environment.

These capabilities work together to provide an understanding of the knowledge, skills and abilities required of all employees.

#### Personal Qualities



##### Displays Resilience

Thrives in a changing environment. Handles ambiguity.

Maintains a positive attitude and continues to deliver exceptional results in the face of challenging situations.

##### Has a learning mindset

Shows drive and motivation and a commitment to learning. Strives for continual improvement by looking for ways to challenge and develop.

Brings an innovative approach, fresh thinking and curiosity to develop practical solutions.

##### Shows cultural awareness

Respects difference in all its forms.

Values diversity as a strength and positively utilises diversity.

#### Relationships and Outcomes



##### Puts clients first

Acts to make a real difference in their work.

Is passionate about providing exceptional service to clients, customers and end-users.

##### Works collaboratively

Collaborates with others and values their contribution. Skilled at building strong and authentic relationships.

##### Demonstrates technical and professional acumen

Creates distinctive value for clients and Anglicare Victoria by applying a range of technical and professional capabilities to deliver quality outcomes.

#### Leading People



##### Manages, coaches and develops people

Engages, motivates employees and volunteers to develop their capability and potential.

##### Inspires direction and purpose

Creates a positive and engaged team environment.

Communicates goals, priorities and vision and recognise achievements.

##### Leads change

Leads, supports, promotes and champions change, and assist others to engage with change.



## Occupational health & safety (OHS)

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems.

## Cultural Safety in the Workplace

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

## Conditions of employment

- An attractive remuneration package will be negotiated with the successful applicant. Salary Packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's License and Employment Working with Children Check prior to commencement.

## Acceptance of Position Description requirements

To be signed upon appointment

### **Employee**

Name:

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Signature:

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Date:

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