



Cultural Advisor

EMPLOYMENT STATUSES			
Status	Fulltime	Award	ACCHO Award
Hours per week	38 Hours per Week	Classification	Specialised Contracted Rate
Length of Term	Fixed term 12 Months	Salary	\$60,800-\$83,600 per annum
Reports to	Corporate Services General Manager	Additional Benefits	Access to Salary Packaging
Secondary Report	CEO	PD Review Date	12 months (DD/MM/YYYY)

ORGANISATIONAL CONTEXT



The Bendigo & District Aboriginal Cooperative (BDAC) is an ACCO (Aboriginal Community Controlled Organisation) registered as a member under the umbrella of VACCHO (Victorian Aboriginal Community Controlled Health Organisation) and represented nationally through NACCHO (National Aboriginal Community Controlled Health Organisation).



BDAC was founded to represent and provide services to the Dja Dja Wurrung community (Jaara people) and Aboriginal residents living in the Dja Dja Wurrung boundaries. BDAC has a responsibility to ensure growth of services, development of our Aboriginal community, better and improved health outcomes for our people, improved quality of life and be a lead agency in providing employment and career pathways for Aboriginal people.

LOCAL WORK ENVIRONMENT

Bendigo and District Aboriginal Co-operative provides a range of specialist services for clients based primarily in the Dja Dja Wurrung including Health and Wellbeing services, Family and Community Services and Corporate services.

POSITION OBJECTIVE

The Cultural Advisor will work with all Family Violence Services within the Loddon and Campaspe catchment to ensure that all services are provided in a culturally safe environment. The program design and delivery will include knowledge and experience of the local Aboriginal community. This role will involve regular travel.



BDAC'S VISION AND CORE VALUES

"Empowered generations belonging to strong families, culture and community"

<u>LEAD</u>	We are committed to lead as an individual, team and organisation in order to achieve positive health and wellbeing outcomes for our community.
<u>OPENNESS</u>	We will be accountable and remain transparent in the delivery of our service to clients, visitors and staff.
<u>RESPECT</u>	We treat one another with honesty, integrity, respect and value everyone's opinion and feedback.
<u>EXCELLENCE</u>	We strive for excellence in our programs and services so that we can support positive health and wellbeing outcomes for our community.

KEY POSITION RESPONSIBILITIES

Primary Responsibilities	<ul style="list-style-type: none"> • With consultation of the local Aboriginal community, Design and develop a cultural safety and awareness program (Materials, tools and guidelines) for all Family Violence services in the Dja Dja Wurrung catchment area including regular evaluation and review of the program. • Engage and develop a working relationship with all Family Violence services in the local community including but not limited to the local Indigenous Family Violence Regional Action Group, RAJAC, Aboriginal Community Forums and other Family Violence services within BDAC. • Provide training for all Family Violence services within the initial 12 months and provide regular feedback to management in regards to the project feedback and evaluations. • Actively promote BDAC's existing programs and services to other stakeholders including referral pathways
Administration & Compliance	<ul style="list-style-type: none"> • Model and abide by BDAC Values, Code of Conduct and Policy and Procedures; • Participate actively in and facilitate supervision and professional development activities; • Ensure that you participate in team meetings, staff meetings and other community activities as requested; • Ensure that you adhere to legislative requirements; • Ensure that you report any risks identified immediately to your line manager; • Participate within the team to ensure performance against expectations including performance management and staff development, in accordance with BDAC's policies and procedures; • Ensure that all staff are provided with and operate in a safe environment in accordance with BDAC'S OHS policies and procedures; • Participate in Continuous Quality Improvement (CQI) activities.



COMMITMENT TO SAFETY

- All children have the right to be children and live free of abuse and neglect, so they can grow, learn and develop. Everyone within BDAC is responsible for ensuring a culture of child safety; preventing child abuse and abiding by the Child Safety Principles;
- BDAC is committed to the health and wellbeing of its employees and stakeholders;
- BDAC has a zero tolerance to all forms of violence.

KEY SELECTION CRITERIA

- Ability to develop, plan, review and evaluate a local cultural safety training program for Family Violence Services.
- Experience in delivering workshop style training to all cohorts of people (including Aboriginal people)
- Experience in Data Collection and Evaluation, Report Writing and intermediate computer skills
- Excellent interpersonal and communication skills
- Understanding of the local Aboriginal Community
- Ability to work independently
- Experience in stakeholder engagement with Family Violence services
- Knowledge and experience of BDAC's programs and services to the local community

Preferred Education, Training and/or Competencies

- Experience and/or qualification in Project Management.
- Cert IV in Training and Assessment

CONDITIONS OF EMPLOYMENT

- Must pass a Criminal Police Record Check;
- Must pass & provide copy of Working with Children's Check;
- Must hold current full Victorian Drivers Licence and provide a copy;
- If the position is for a role specifically to provide disability services (or work that involves regular direct contact with or access to a person with a disability), BDAC will check the prospective employee against the Disability Worker Exclusion List.

EMPLOYEE STATEMENT

I have read, understood and accepted the above position description of the Cultural Advisor.

EMPLOYEE NAME:

SIGNATURE:

DATE:/...../.....