



## Mullum Mullum Indigenous Gathering Place

# Position Description

Job Title	Indigenous Women's Family Violence Engagement and Prevention Worker
Award	Social, Community, Home Care and Disability Services Award 2010 (SCHADS)
Classification	Dependent on experience – Level 3 SCHADS Award
Reports to:	CEO
Direct reports:	Program Manager
Status:	0.6EFT Part Time, Fixed Term until 28 February 2023
Date Updated:	December 2021

### Job Purpose

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Mullum Mullum Indigenous Gathering Place (MMIGP) is a strong, proud, culturally connected, and self-determined Aboriginal Community in the Eastern Metropolitan Region (EMR). Our purpose is to provide a safe and welcoming environment for people to connect with culture, learn new skills and contribute to community health and wellbeing.

The Women's Family Violence Engagement and Prevention Worker (Women's EAPW) is responsible for planning, developing, coordinating, and evaluating MMIGP's Family Violence Engagement and Prevention programs and activities for MMIGP Aboriginal and Torres Strait Islander community members located within the 7 Local Government Areas (Knox, Maroondah, Monash, Boroondara, Whitehorse, Manningham and the Yarra Ranges).

A key focus for this position will be supporting the ongoing development and delivery of MMIGP's Ochre Program, a mixed gender program consisting of facilitated prevention themed workshops focused on respectful relationships. The Women's EAPW will work closely with the Men's EAPW to ensure appropriate gender balance across the Ochre Program and will work with MMIGP's Aboriginal and Torres Strait Islander women to deliver female specific activities and establish Community Ambassadors who uphold the messaging of respect within families and community.

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### Key Responsibilities

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#### Service Delivery

- Ensure program development and delivery raises awareness and respect about the impacts of all forms of family violence and promotes key messages of safe and healthy relationships, families and communities
- Provide a referral service that supports the integrity and safety of all victims of violence
- Support and refer perpetrators contemplating change to their own behaviour to appropriate Statewide and local programs
- Outreach to community members to engage and maintain their engagement in Family violence programs and support wellbeing including the Ochre Program, specific programs to support Aboriginal and Torres Islander women's healing, and programs to address and reduce the incidence of lateral violence.
- Facilitate access for program participants to MMIGP cultural programs and activities that strengthen identity and connection to culture
- Stakeholder engagement and management to assist in the development and improvement of programs and activities which contribute to the prevention of family violence and strengthen community capacity
- Network and collaborate with relevant Aboriginal and mainstream services and participate in and contribute to forums with a focus on Family Violence
- Other duties as directed

#### Culture, Engagement and Diversity

- Create and nurture a culture of trust, collaboration and ownership
- Develop, implement and report on progress against workplans and participate in annual performance reviews
- Actively participate in all required training, induction activities and development opportunities relevant to the role
- Contribute to team meetings and attend external stakeholder meetings where relevant in a positive and constructive manner
- Actively support and demonstrate inclusive behaviour with a zero tolerance for any bullying, harassment, lateral violence and other inappropriate conduct



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### Reporting, Systems and Analytics

- Produce monthly, quarterly and annual reports and reports as required on program implementation, outputs and outcomes in accordance with Funding Body requirements
- Ensure program implementation is supported by an evaluation framework and relevant data collection
- Contribute to organisation wide program reviews to identify opportunities for program improvements and new programs and activities to meet community needs and aspirations
- Ensure all financial transactions associated with the program are undertaken in line with approved MMIGP policies and processes

### Health and Safety

- Take reasonable care to ensure no risk of harm to self or others in the workplace
- Comply with all OH&S laws, standards, policies and practices
- Act as a role model by demonstrating safe work practices at all times

### Risk, Quality and Compliance

- Ensure documentation supports both quality and department standards
- Actively participate in the organisation's quality management systems
- Provide relevant performance data and feedback to the MMIGP management team, staff and relevant committees
- Actively identify, monitor and manage areas of key risk and lead appropriate escalation and response
- Identify risks as they emerge and proactively address new and known risks

### Key Selection Criteria

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- Demonstrated understanding of the Victorian Aboriginal community and the ability to communicate effectively with Aboriginal and Torres Strait Islander people
- Understanding of the specific cultural and historical issues that impact on Aboriginal and Torres Strait Islander people, particularly in response to intergenerational trauma and the Stolen Generations
- Understanding of Family Violence policy settings and directions and how it manifests itself and can be prevented particularly in Aboriginal communities
- A minimum Cert IV qualification in Community Development, Social Work or equivalent or willingness to undertake relevant studies



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- Experience working in program development and delivery in community sector organisations, with a focus on prevention and promoting healthy relationships
- Good project management skills including experience in developing, implementing and delivering family violence prevention and support programs
- Well-developed organisational skills including the ability to prioritise, complete tasks in a timely manner and pay attention to detail
- Demonstrated experience in development and implementation of sustainable community partnerships and engagement strategies
- Sound knowledge of MS Outlook, MS Office
- Current Victorian Drivers Licence
- Working with Children's Check
- Police Check
- Full Vaccination for COVID-19

### **Personal Attributes**

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- Culturally aware and inclusive
- Client and Community focused
- Collaborative and supportive
- Able to form positive relationships with others
- Ethical and honest
- Self-disciplined
- Excellent interpersonal skills
- Time management and results orientation
- Excellent communication and influencing skills

**This position is identified. Only Aboriginal and Torres Strait Islander people are invited to apply.**