



## Mullum Mullum Indigenous Gathering Place

# Position Description

Job Title	Indigenous Women's Family Violence Engagement, Prevention and Healing Support 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:	0.4EFT 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, Prevention and Support Worker 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 support and healing programs for Aboriginal and Torres Strait Islander women impacted by family violence including therapeutic healing programs informed by trauma informed approaches. As part of the MMIGP FV Engagement and Prevention Team, Women's Family Violence Engagement, Prevention and Support Worker will work with both the Men's and Women's FV Engagement and Prevention workers to ensure appropriate cross program activity and referral including to the Ochre Program, Yarning Circles, and Lateral Violence initiatives.

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### Key Responsibilities

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#### Service Delivery

- Develop and deliver programs and activities that support women's healing journeys
- Ensure program design is informed by women's lived experience and best practice in Aboriginal and Torres Strait Islander FV healing programs or for example, art therapy and other therapeutic practices
- Ensure program development and delivery raises awareness and respect about the impacts of all forms of family violence, incorporates key messages of safe and healthy relationships, families and communities, builds resilience and promotes healing
- Ensure program design and delivery draws on the strengths of the MMIGP community and culture and is culturally safe
- Facilitate access for program participants to other MMIGP FV and 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

- Demonstrate behaviours aligned with MMIGP Values and Code of Conduct
- 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
- Provide monthly, quarterly, annual reports and reports as required on program implementation, outputs and outcomes
- 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 people
- Understanding of the specific cultural and historical issues that impact on Aboriginal clients, 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



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- Qualifications in Psychology, Counselling, Social Work, Community Services or similar
- Experience working in program development and delivery in community sector organisations, with a focus on healing, resilience, and healthy relationships
- Experience in facilitating groups/group therapy and trauma informed practice
- Experience in the development and implementation of sustainable community partnerships and engagement strategies
- Good project management skills including experience in developing, implementing and delivering family violence prevention and support programs
- Well-developed organisational skills including ability to prioritise, complete tasks, respond to requests on time, and pay attention to detail
- 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