



Albury Wodonga Aboriginal Health Service Inc

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644 Daniel Street Albury 2640
(PO Box 3040)

POSITION DESCRIPTION

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| Position Title : | Aboriginal Gathering Place Project Coordinator Aboriginal Identified position |
| Supervisor: | Programs Manager |
| Term of Employment: | Part Time- .4FTE, subject to funding |
| Award : | Aboriginal Community Controlled Health Services |
| Salary: | As per contract. |
| Location: | Wangaratta |

Position Approval

Updated:

Last updated: New Position

Approved: David Noonan

Date: 2/7/2020

ORGANISATION

Albury Wodonga Aboriginal Health Service Inc. is an Aboriginal Community Controlled Health Organisation. AWHS provides first class Primary Health Care Services to the Aboriginal community who reside in Albury / Wodonga and surrounding areas. As a Bulk Billing Health Service there is no charge to our clients for the medical services provided.

VISION STATEMENT

To provide comprehensive quality health and family services based on respect for Aboriginal Culture.

POSITION PURPOSE

The purpose of the Gathering Place Coordinator position is to be a strong and flexible resource to undertake the required project work to support the Gathering Place Project Steering Committee (henceforth referred to as Steering Committee) and achievement of its deliverables.

The role works closely with the Chair of the Steering Committee, and maintains a collaborative and productive working relationship with all other members of the Steering Committee.

The Project Coordinator is responsible for ensuring that all information and project work undertaken is consistent with the purpose, vision, and values of the Steering Committee and Dirrawarra Indigenous Network, and that it complies with relevant legislation, quality standards, contemporary research and practice wisdom.

RELATIONSHIPS

Supervision

The position reports directly to and is supervised by the AWHS Programs Manager and works closely with the Chair of the Steering Committee

Internal

Position will work directly with the Gathering Place Steering Committee and as part of Albury Wodonga Aboriginal Health Service (as the auspice organisation for the Gathering Place Project Steering Committee).

External

Members of Dirrawarra Indigenous Network, Department of Health and Human Services, Aboriginal Victoria, stakeholders in Wangaratta, other relevant organisations such as Universities and funding bodies.

Gathering Place Steering Committee:

The Wangaratta Local Aboriginal Network (LAN) is referred to as the Dirrawarra Indigenous Network (DIN). LANs are voluntary community networks that provide a safe and welcoming space for Aboriginal community members to connect, share, learn and lead. LAN activities include the development of Local Community Plans to feed into the Victorian Local Aboriginal Networks Five Year Plan 2016-2020. The five year plan has six priority areas - strengthening culture, support for young people, economic participation, building a stronger LAN, community planning and partnerships and working with local government.

The Wangaratta Gathering Place project emerged directly from DIN community members' aspiration to establish:

“a place of our own – a place that is respected in the wider community and shows younger generations what we can achieve...a place where heritage is celebrated, our people can access services that they need, and we can stand together as a proud and strong community”

The Gathering Place Project Coordinator will drive the project to establish a Gathering Place with project management support from the Steering Committee. They will implement the recommendations from the Gathering Place Feasibility Study and work to coordinate a Business Plan for the Gathering Place.

About You

You will have previous experience working with Aboriginal and Torres Strait Islander people along with the ability to communicate effectively and consistently maintain a strong and positive relationship with people both internal and external.

You will be required to establish and develop ongoing partnerships with organisations, community groups and voluntary organisations to enable project outcomes are achieved.

You will be able to prioritise, organise work and deliver outcomes within set timelines. If you have high-level project management, administration skills and a positive can-do attitude then this position is for you.

DUTIES OF THE POSITION

Project

- Undertake varied project work activities that ensure the achievement of all required deliverables by their due dates, as determined by the Steering Committee.
- Maintain records of project related activities.
- Ensure the project is presented in a professional manner to members, potential members, stakeholder representatives and the general public.
- Represent the Steering Committee at community and stakeholder engagement opportunities.
- Ensure compliance to EEO, OH&S, Code of Conduct and safe working practices, policies and procedures of the Albury Wodonga Aboriginal Health Service for all activities within area of responsibility
- Build a strong Networking platform with other stakeholders and within communities.
- Maintain a strong focus in achieving a Gathering Place in Wangaratta.

Technical Skills

- Organise and coordinate progress towards a Gathering Place in consultation with the Steering Committee and the DIN.
- Represent and promote the Steering Committee at workshops, forums, public engagements and networking meetings.
- Maintain up to date knowledge and understanding of the relevant legislations, policies and procedures.
- Contact and liaise with existing stakeholders as required.
- Build relationships with communities through partnership and networking.
- Apply knowledge and understanding of Aboriginal and Torres Strait Islander culture, society and kinship networks, as well as communicate with and demonstrate acceptance by the Aboriginal and Torres Strait Islander community.
- Ensure that all statutory requirements are being met or exceeded (e.g. state legislation, federal legislation, funding agreements, other relevant legislation and regulations).

Teamwork and Communication

- Motivate other stakeholders who support the Gathering Place to undertake project related activities with the appropriate utilisation of resources.
- Lead discussions, meetings and project work activities.
- Proactive contribution to the team as well as work autonomously to achieve individual and team targets through effective and open communication.

- Maintain and initiate regular and professional communication with Steering Committee and DIN.
- Develop and maintain cooperative and harmonious relationships and work in collaboration with all relevant stakeholders.

Continuous Quality Improvement

- Promote reflective practice and consistently uphold a continuous improvement framework approach to the project.
- Identify opportunities for development of the Steering Committee towards inclusion and best outcomes for members.

Administration and Documentation

- Ensure all documentation is accurate and completed in a professional and timely manner including membership records, newsletters and all other communications.
- Prepare required documentation and reports as outlined in duties, or as directed by the Chair.
- Undertake written communications internally and externally as required.
- Time management to ensure tasks are completed and deadlines are met
- Oversee and manage the Gathering Place project budget and expenditure.
- Contribute to the development and maintenance of a supportive environment within the team.

Professional

- Accept personal responsibility and be accountable for professional practice
- Continue to develop professionally and personally to meet the changing needs of the position and the organisation, or as directed by management.
- Maintain confidentiality.
- Maintain knowledge of and actively uphold the AWAHS philosophy, policies and procedures.
- Maintain up to date knowledge of Workplace, Health and Safety, anti-discrimination and equal employment opportunity and other relevant legislation.
- Participate in performance appraisal and supervision processes.
- Demonstrate knowledge of the organisation's policies and procedures and a commitment to keep updated on emerging changes.

ORGANISATION

Refer to attached AWAHS Organisational Chart or visit the AWAHS website.

SELECTION CRITERIA

- Qualifications and /or extensive experience in project management / community development project work.
- Demonstrated experience in undertaking project work with, or advocating for, Aboriginal and/or Torres Strait Islander people.
- Proven ability to coordinate and motivate others to support the work of the project.
- Demonstrated organisational skills, with the ability to work proactively and independently to coordinate multiple project deliverables and demands to achieve targets.
- Excellent communication and computer skills –Microsoft Office.

- Strong connections or existing networks with Aboriginal or Torres Strait Islander communities or organisations.
- Knowledge of project funding procedures and guidelines
- Commitment to continuous quality improvement and to maintaining quality outputs.
- Current Drivers Licence

Employment prerequisites

- Current and clear Criminal Record Check
- Current and clear Working with Children Check
- Completed and appropriate for employment Health Declaration Form
- This is a designated Aboriginal/Torres Strait Islander Position. Proof of Aboriginality is a legitimate requirement. Exemption is claimed under Section 14 of the Anti-discrimination Act.

DECLARATION

I acknowledge that I have read the Position Description and understood its contents and agree to work in accordance with the requirements of the position. I also understand and accept that I must comply with the organisation’s policies and procedures including Confidentiality and Code of Ethics during and beyond my employment with Albury Wodonga Aboriginal Health Service Inc.

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Name:

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Signature:

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Date: