



Albury Wodonga Aboriginal Health Service Ltd

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POSITION DESCRIPTION

Position Title :	Cultural Advisor
Reports To:	Program Manager
Employment:	As per employment contract
Award :	Aboriginal Controlled Community Health Sector Award
Salary:	As per employment contract

This is an identified Aboriginal/Torres Strait Islander Position

Position Approval Updated: 4/1/2021 Last updated: 12/7/2017	Approved: David Noonan Date: 5/1/2021
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ORGANISATION

Albury Wodonga Aboriginal Health Service Inc. (AWAHS) is an Aboriginal Community Controlled Health Organisation. AWAHS 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

We support the Aboriginal community towards a better tomorrow. Our focus is to work alongside you to create generational health change.

POSITION PURPOSE

The Cultural Advisor plays a vital role in providing cultural awareness and supporting community connectedness to all aspects of AWAHS and identified stakeholders, including mentoring and support to the AWAHS staff to develop their skills in delivering culturally safe, secure and appropriate service provision. This will be done through strong leadership, support and supervision (individual and group), overseeing client pathways and further developing systems within AWAHS.

The Cultural Advisor may also be responsible for cultural groups/programs and activities within the AWAHS (i.e. men's groups and women's groups, cultural events).

RELATIONSHIPS

Supervision

The position reports directly to the Programs Manager and the Cultural Committee of AWAHS.

Internal

The advisor will work collaboratively with all other team members of AWAHS.

External

The Cultural Advisor will engage with other Aboriginal Organisations, Government bodies and key stakeholders

DUTIES OF THE POSITION

- In partnership with the leadership/management team, determine cultural goals and objectives for AWAHS over the next 12 months.
- Provide cultural awareness/safety training to all staff.
- Ensure that all staff provide a high quality of service delivery through clear direction of AWAHS objectives and mentorship.
- Participate in the development and provision of culturally appropriate assessment, care planning, and group work practices.
- Provide cultural support and mentoring to all AWAHS staff and contractors to deliver a wide range of individual support and/or group work that promotes cultural awareness and connectedness.
- Participate/facilitate in clinical case review, where appropriate, to ensure cultural integrity and healing is at the core of case plans.
- Provide liaison and expert advice to generalist health and welfare agencies to ensure continuity and culturally sensitive case management practices.
- Provide input and direction into program development and identification of men's and women's business activities.
- Work to improve understanding of Aboriginal Culture and making the organisation culturally safe for all staff.
- Maintain, promote and participate in a timetable of cultural events, such as National Sorry Day, Reconciliation Week, NAIDOC Week etc.
- Supervise Student Placements.
- Participate in AWAHS Team Care Planning where appropriate or requested.
- Ensure privacy by maintaining security of client records and confidentiality of client related information.
- Additional duties as directed by the Program manager.

Professional Development

- Undertake further training and education to maintain best practice.
- Maintain skills in CPR as legislated.

Administrative

- Maintain accurate client and program records, and statistics as required.
- Submission of reports and documents within required timeframes or as requested.
- Participate in research activities including the compilation of daily and monthly statistics on the services provided as required.
- Participate in the ongoing development and implementation of policies as required.

Professional

- Maintain confidentiality.
- Accept personal responsibility and be accountable for professional practice.
- Participate in performance appraisal and supervision processes.
- Maintain professional skills and knowledge via appropriate staff development activities.
- Demonstrate excellent communication skills in recording and reporting information to the multidisciplinary team.
- Actively uphold the AWAHS philosophy, policies and procedures.

- Contribute to the development and maintenance of a supportive environment within the team.
- Participate in the evaluation of the program's services and group activities.
- Work in accordance with the EEO, OH&S, Code of Conduct and safe working practices, policies and procedures of the Albury Wodonga Aboriginal Health Service.
- Participate in quality improvement activities.
- Work as part of a team and actively participate in staff meetings.

ORGANISATION CHART

Refer to attached AWHS Organisational Chart.

SELECTION CRITERIA

- Minimum 3 years' experience in an Aboriginal Health Service or as an Aboriginal Liaison Officer.
- Possess in-depth understanding of Aboriginal Culture and a willingness to share.
- Ability to liaise effectively with a wide range of stakeholders, both mainstream and Aboriginal community to provide advocacy and advice and develop appropriate referral pathways, protocols.
- Demonstrated ability to provide information and educational activities to a range of stakeholders.
- Demonstrated ability to apply reflective practice at an individual, group and organisational level to develop and implement innovative solutions that are culturally sensitive.
- Ability to communicate effectively with the local Aboriginal community in a non-discriminative and professional manner
- Demonstrated high level of written, verbal and interpersonal communication skills;
- Computer literacy
- Current Drivers Licence

EMPLOYMENT PREREQUISITES

- Current and clear Criminal Record Check
- Current and clear Working with Children Check
- Complete and appropriate for role Health Declaration Form

DECLARATION

I acknowledge that I have read the Position Description 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.

Name

Signature Date