
Position Description

Family Violence Traineeship

Winda-Mara Aboriginal Corporation

Winda-Mara Aboriginal Corporation (Winda-Mara) is a community-controlled organisation located in South West Victoria with offices in Heywood and Hamilton. Winda-Mara was established in 1991 as a result of members within the community wanting to provide better health, education and employment opportunities for Aboriginal and Torres Strait Islander people living in the area and has a membership base of over 200 members.

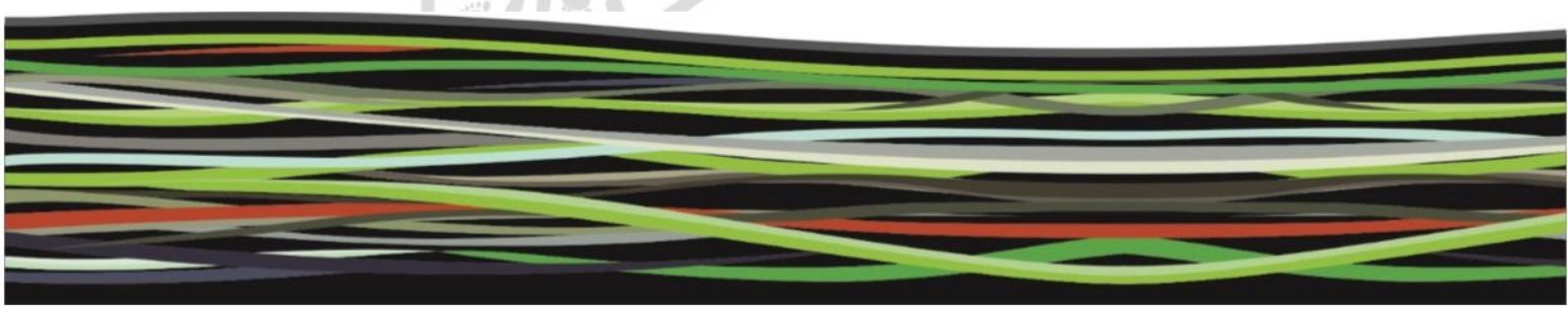
Winda-Mara employs over 75 people and has a key focus to provide opportunities for Aboriginal and Torres Strait Islander people to participate and access culturally appropriate services. Winda-Mara believes that culturally appropriate services will ensure a balanced approach, by working with people, rather than for people will provide equality and self-determination. Winda-Mara provides a range of services to Aboriginal and Torres Strait Islander people and their families across Heywood, Hamilton, Portland and surrounding areas over a number of programs: Land Management, Family Services, GP Clinic and Allied Health, Health Promotion and Prevention, Community Wellbeing, Culture and Tourism, Governance and Administration and Kinship Care and Support.

Our Vision: *“That Winda-Mara Aboriginal Corporation is recognised as a progressive leader and a catalyst for positive change enabling Aboriginal people in Victoria’s far south-west to lead fuller lives”.*

Our Vision will be achieved by focusing on four themes and these are:

“People” “Organisation” “Country” “Culture”

“Mara” “Kooyoorn” “Meerang” “Culture”



Position: Family Violence Traineeship

Reports to: Family Violence Team Leader, Family Services Manager

Award Classification: Miscellaneous Award 2020, National Training Wage

Location: 21 Scott Street, Heywood

Hours of Employment: Full-time, 38 hours per week

Contract Period: 24 months

Enquiries and Applications to: People and Culture Unit, at PO Box 42, Heywood, Vic, 3304 or email peopleandculture@windamara.com

Closing Date: Monday 13th December 2021.

Interviews will be held on: Friday 17th December 2021.

This position is identified as an Aboriginal and Torres Strait Islander role pursuant to the 'special measures' provision at Section 8 of the Racial Discrimination Act 1975 (Cth)

Primary Purpose of Position

- The purpose of this position is to learn all aspects of the Family Violence area. The Family Violence unit provides Family violence case management to women, men, and children at risk due to Family Violence. We have a therapeutic program, adolescent programs and hold the access point for the Orange Door.

Key Responsibilities

- Work within the Family Services Family violence program area with other employees to gain experience and knowledge of the program
- Complete a certificate relevant to the role
- Attend and participate in training, conference and forums to develop knowledge
- Assist Team Leader to complete administration tasks
- Participate in Winda-Mara's Strategic and Unit Planning
- Create and assist with presentations, flyers etc, when required
- Prepare reports/internal newsletters when required
- Attend relevant training and information sessions
- Other duties as required within the scope of this role and coordinated through the line management structure.

Desirables

- Sound knowledge and understanding of local Aboriginal culture and community, values, needs, issues and the ability to effectively communicate with Aboriginal community/people
- Keen interest in the Kinship Care area
- Good administrative and organisational skills
- Interested in working with people and be a team player
- Reliable, enthusiastic and willing to learn
- Good written and verbal communication skills including the ability to learn how to prepare documentation and public speak
- Act in a confidential manner and be sensitive to others' needs
- Good level of computer competency.

General Terms of Employment

- All employees agree to abide by Winda-Mara's Policies and Procedures and Code of Conduct
- All employees agree to act in a safe manner to provide a safe working environment
- All employees agree to participate in an Annual Performance Review and any other review processes
- Winda Mara will support employees to successfully perform their role through training and other support as appropriate
- Attend and participate in team/divisional activities, meetings, and day to day work activities demonstrating respect and consideration for individuals and their experiences and expertise
- Communicate constructively to other team members and/or company employees
- Be aware of and communicate to other employees' opportunities for improvement in processes, practices, or procedures
- Actively work with and support other team members and/or employees to achieve organisation's goals.

Conditions of Employment

- Must be of Aboriginal or Torres Strait Islander descent
- Drivers Licence or ability to obtain
- The successful applicant must provide a National Police Check and Working with Children Check prior to commencing work
- The successful applicant will be required to disclose any pre-existing injury/injuries and/or medical condition/s, which could be aggravated by the type of employment they are applying for. The existence of an injury/injuries and/or medical condition/s will not preclude the applicant from employment, unless they are unable to perform the inherent requirements of the position. However, failure to disclose any relevant information may affect a claim for Worker's Compensation.