
Position Description

Building the Dream Worker (Hamilton)

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.

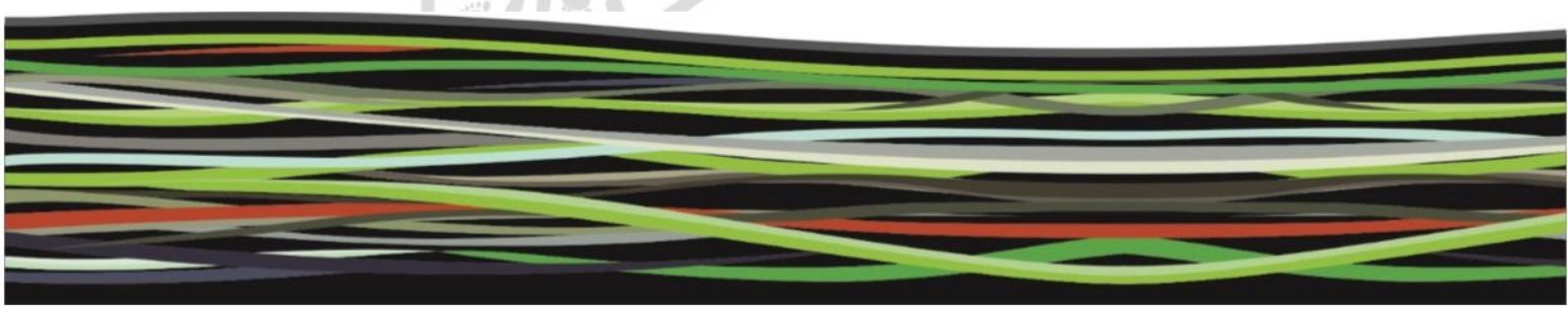
Winda-Mara employs over 75 people and has a key focus to provide opportunities for Aboriginal and Torres Strait Islander people to participate and access culturally appropriate services. Winda-Mara believes that culturally appropriate services will ensure a balanced approach, by working with people, 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: Building the Dream Worker

Reports to: Community Services Manager

Award Classification: Social, Community, Home Care and Disability Award 2010

Location: 18 Kenna Avenue, Hamilton

Hours of Employment: 22.8 hours per week, Part time

Contract Period: 12 month contract with further employment based on further funding

Enquiries to: Macahlia Rose, Community Services Team Leader on 5527 0049 or macahliarose@windamara.com

Applications Addressing the Key Selection Criteria to: People and Culture, at PO Box 42, Heywood, Vic, 3304 or email peopleandculture@windamara.com

Closing Date: Monday 2nd August 2021 at 5:00pm

****Re-advertised****

Primary Purpose of Position

- The purpose of this position is to ensure indigenous young people are encouraged to develop aspirations for further education and/or employment and school retention and to develop goal setting and study skills in participants to build resilience and create hope and aspirations for a future and educate on pathways to achieve it with the development of individual education plan.

Key Responsibilities

- Strengthen current and further develop partnerships between the indigenous community and local schools and businesses to build resilience in the indigenous student body and strengthen pathways to further education and/or employment
- Coordinate and run homework centre 2 afternoons a week
- Coordinate the established steering committee
- Develop strategies and programs to assist in maintaining children in the education system or moving them into future employment
- Work in partnership with Winda-Mara's Youth Mentor Officer to inspire participants to look to the future
- Assist the KESO's to obtain educational outcomes
- Facilitate the development of career pathways for young people so they can plan their education outcomes with a career in mind
- Coordinate and actively participate a school holiday program
- Contribute to the development, implementation and communication of the unit policies, procedures and forms
- 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.

Key Selection Criteria

- Sound knowledge and understanding of local Aboriginal culture and community
- Ability to effectively communicate with Aboriginal community/people
- Demonstrated experience working with young people in an enthusiastic and positive manner
- Keen interest in a strong focus on the cultural, educational and aspirational required to motivate participants
- Ability to plan, implement and evaluate programs and services
- Demonstrated experience in steering committee management
- Demonstrated ability to develop, maintain and facilitate networks and community partnerships
- Good administrative and organisational skills
- Good written and verbal communication skills including the ability to prepare documentation and public speak.

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

- Current Drivers Licence
- 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.