
Position Description

Bringing Them Home Worker

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: Bringing Them Home Worker

Reports to: Community Services Manager

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

Location: 21 Scott, Heywood, Victoria, 3304 or 18 Kenna Avenue, Hamilton, Victoria, 3304

Hours of Employment: 19 hours per week, Part Time

Enquiries to: Wendy Lovett, Community Services Manager, on 5527 0072 or wlovett@windamara.com

Applications addressing the Key Selection Criteria to: Sherree Chaudhry, People and Workplace Culture Manager, at PO Box 42, Heywood, Victoria, 3304 or sherreechaudhry@windamara.com

Closing Date: Monday 27th January 2020.

Primary Purpose of Position


- Provide various services to community members and descendants of the Stolen Generation that are, or have been, affected by the removal from family and communities and assist clients in the healing process.

Key Responsibilities

- Provide and assist the referral of clients to appropriate services
- Provide basic social and emotional wellbeing counselling before, during and after family reunions
- Assist clients to trace and reunite with families, communities and culture
- Conduct information and community forums / activities (including significant days ie National Apology Anniversary, National Close the Gap, National Sorry Day)
- Provide a diverse range of therapies, groups and healing activities, including Mens and Womens Groups, Healing Camps and Gatherings etc
- Coordinate the established "Confirmation of Aboriginality" steering committee
- Develop and maintain accurate and up to date client records
- Complete relevant reporting requirements for the program
- Participate in ongoing professional development, including training and supervision
- Participate in, and develop, programs and strategic initiatives aimed at delivering holistic support services
- Actively liaise and consult with key agencies, including Link Up Victoria
- Other duties as required within the scope of this role and coordinated through line manager.

Key Selection Criteria

- Demonstrated knowledge of the history of Aboriginal and Torres Strait Islander people and the impact that it has made on a local and national level

- 
- Ability to assist with referring clients to other support services
 - Demonstrated ability to work with complex clients
 - Ability to develop, implement, deliver and evaluate a program
 - General understanding of the Bringing Them Home Report
 - Demonstrated experience in steering committee management
 - Demonstrated ability to develop, maintain and facilitate networks and community partnerships
 - Demonstrated written skills, with experience in writing reports
 - Excellent organizational, communication and computer skills
 - A sound knowledge and understanding of Aboriginal Culture, values and the ability to effectively communicate with Aboriginal people.

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

- Victorian Drivers Licence
- Ability to obtain a National Police Check
- Ability to obtain a Working with Children Check