



Job Title:	Women's Cultural Hub Coordinator		
Classification:	Social and Community Services Employee Level 4 [SCHADS Award MA000100]	Department:	Mala'la Family & Community Wellness Service (F&CWS)
Reports to:	Manager – Family and Community Wellness	Program:	FSS/CaFIS
Location:	Women's Cultural Hub and Mala'la Family and Community Wellness Centre		
Collaboration:	Manayingkarirra Primary Health Care Centre, DCF, Maningrida Women's Safe House, Manayingkarirra Child and Family Centre, Maningrida School, Nja-marleya Cultural Leaders and Justice Group, Homelands School Company, Babbarra Women's Centre, BHAC Community Services, integrated Mala'la Family & Community Wellness Programs (Youth Diversion, Murnun Men's Space), NAAJA, NAAFLS, Dept of Corrections		
Employment Conditions:	Mala'la Health Service Aboriginal Corporation Enterprise Agreement 2024-2027		

JOB DESCRIPTION

POSITION FUNCTION

TO CO-DEVELOP AND CO-DELIVER A PLACED BASED COMMUNITY LED INTEGRATED SERVICE MODEL FOCUSING ON YOUNG FAMILIES, TO SUPPORT ENGAGEMENT IN VARIOUS LEVELS OF SUPPORT PROGRAMS.

CONTEXT STATEMENT

Community leaders are collaborating with government, using a Child and Family Centre grant from the Reform Management Office, to implement one of Maningrida's decision-making priorities, Women's Social Development.

This will be a highly specialised role, which will lead the establishment of a small team, to create a Cultural Support Hub. This role provides cultural guidance to service providers, by providing culturally respectful family support to families in Maningrida and surrounding homelands and provide educational platforms to upskill and educate young families to better support and grow their children.

ROLE AND RESPONSIBILITIES

The position will work with early childhood, family support teams, and representatives from community and government agencies to develop a placed based model, sharing data and developing protocols in working together.

The role will ensure programs will work across agencies to engage with young mothers and senior women to identify and develop strategies to provide cultural support to vulnerable families. They will work with family support teams to engage with families and other local staff to support engagement across Maningrida services.

Key Duties and Responsibilities

- Co-lead a community design process to develop a model of cultural support, focused on families, women and children.
- To provide advice to stakeholders and influence and support culturally appropriate practice in the delivery of an integrated service system across health, education and family services.
- To support service providers and schools to develop and implement programs designed to build cultural knowledge and culturally appropriate practice in education and family services.



- To work with community members, families and delivery agencies to meet the needs of children at risk of developmental vulnerability in Maningrida community by promoting a whole community collaborative approach, which is underpinned by the principles of collective impact.
- Support the Kikka Mumma program, to increase engagement and participants.
- Manage a team of casual cultural advisors to engage with external stakeholders to build their capacity to deliver tailored and culturally safe services to Bininj families.
- Work with Mala'la Community Wellness teams to establish a strong governance structure to empower local decision making for family support programs.
- Support the implementation of innovative responses and projects identified by key stakeholders that promote Mala'la Community Wellness deliverables and social change in the community.

Cultural Safety

- Demonstrate respect for Aboriginal culture, traditions, kinship systems and community protocols and values
- Work in a culturally safe and respectful manner with clients, families, community members and colleagues
- Support the organisation's commitment to culturally appropriate women and family services

Meetings

- Attend team meetings and regular reflective practice conversations
- Attend inter-agency meetings in line with stakeholder engagement

Professional Development

- Attend relevant workshops/ conferences

Information Systems and Confidentiality

- Use organisational systems, devices and equipment in accordance with policy
- Maintain confidentiality of all clients, resident, staff and organisational information
- Report any actual or suspected privacy breaches immediately

Work, Health and Safety

- Be familiar with WH&S policies and procedures; apply guidelines and procedures
- Report on safety hazards within the workplace
- Identify and assist in rectifying safety hazards within the workplace environment
- Participate in WH&S information sessions as requested
- Participate in annual fire drill

Other Duties

- Undertake other duties within the scope, skills and capability of the position as reasonably directed by the Family and Community Wellness Manager, or delegate.

Mandatory Requirements

- Confidentiality is a mandatory requirement; any breach of this requirement may compromise ongoing employment
- Compliance with all organisational policies and procedures
- Report to the CEO immediately on any personal criminal charges or convictions that arise
- Participation in mandatory training and annual performance review



Qualifications and Education Requirements

- Appropriate qualifications in Community Services, Social Work or other human services
- Current Driver's License
- Current NT Working with Children Ochre card
- Satisfactory Criminal History Check

SELECTION CRITERIA

Essential

- Demonstrated commitment to the establishment of an integrated framework for services supporting children and families, including establishing partnership agreements for collaboration and information exchange.
- Experience in working collaboratively with services to identify engagement activities in Maningrida and in the homelands, that focus on the needs of women and children.
- Experience in coordinating the delivery of innovative and appropriate cultural support programs in consultation with vulnerable families and community agencies.
- Demonstrated knowledge of how placed based strategies for families can enhance access to culturally appropriate learning and other culturally resonant support services.
- Demonstrated understanding of data collection & monitoring, and the importance of engaging community members in the design and process of this.
- Demonstrated written and oral communication skills in a cross-cultural context.
- An ability to interact effectively with people from different cultures.
- Literacy, numeracy, computer skills and attention to detail.
- Well-developed competency in computer skills with sound working knowledge of Microsoft Office programs including Outlook, Word, PowerPoint.
- Satisfactory Criminal History Check
- Current NT Working with Children Clearance Ochre card holder, or the ability to obtain one
- NT manual Driver Licence

Desirable

- Speak a local Maningrida language
- Knowledge of the diverse and interconnected nature of families and language groups in the Maningrida region
- Diploma in Governance, or willingness to obtain

ACCEPTANCE OF RESPONSIBILITIES

I have read the requirements and responsibilities outlined in this Position Description, MHSAC Code of Conduct, Employment Terms and Conditions and agree to meet and adhere to these, and have my performance monitored and evaluated in relation to my performance in the role as detailed through this document.



Signature of Appointee:		Date:	
Signature of Mala'la authorized representative:		Date:	