

## **Strong Culture, Strong Family** **- Program Co-ordinator**

### **The opportunity**

Strong Culture Strong Family is a new program commencing at Ballarat and District Aboriginal Cooperative (BADAC) funded for the next 2 years. The program aims to strengthen Aboriginal families through access to cultural programs, cultural healing practices, family activities and family camps over the duration of the project.

It is widely recognised that connection to culture, community and Country is fundamental to supporting the safety and identity of Aboriginal children and their families. This project will work to;

- Promote Aboriginal peoples cultural identity and promote connection to family, community and country.
- Offer opportunities for healing through cultural healing practices.
- Support Aboriginal families to strengthen their parenting confidence and build connection and belonging.
- Support Aboriginal children to connect to extended community and family networks.
- Reduce the incidence of family violence through strong cultural values.

### **The role**

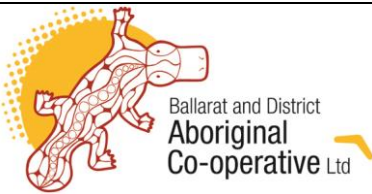
This exciting new opportunity presents the opportunity to lead, develop and implement this new program at BADAC. The Program Coordinator will work closely with the BADAC Management and Executive Team to develop program guidelines and activities and oversee the implementation of the program. The position will involve the co-ordination of a variety of programs including weekly group programs for adults and children, cultural day activities and family camps. The Program Coordinator will work closely with other staff at BADAC including Therapeutic Clinicians and program staff to facilitate the range of program activities.

### **About BADAC**

The Ballarat and District Aboriginal Co-operative (BADAC) was established by members of the Ballarat and district Aboriginal community in 1979. BADAC delivers a comprehensive range of health, social, welfare and community development programs to local Aboriginal people. Since 1979, the organisation has grown considerably to a staff of 100 delivering a wide range of services, underpinned by Social Inclusion principles, which incorporate the following programs:

- Health and Home Care
- Social and Emotional Well-being
- Family Support
- Care Services
- Family Violence and Justice
- Early Years and Youth

BADAC is the Aboriginal Community-Controlled Organisation (ACCO) for the Ballarat and district area, covering 4 local government areas (LGAs). Our services are open to all members of the public,



with priority given to our members. BADAC is focused on prevention and early intervention, always with a client-centred approach, to ensure that our clients are personally engaging in the development and nurturing of their own futures.

**Our vision:**

***“Ballarat and District Aboriginal Co-operative exists to achieve self-determination for the Aboriginal community, enabling stronger families by ensuring equal opportunities in health, housing, education, employment and justice through a holistic and culturally relevant approach.”***

**Our Values:**

**Honesty  
Accountability  
Leadership  
Excellence  
Respect**

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|------------------------|--|
| <b>Position Title:</b> | Strong Culture Strong Family – Program Coordinator       |
| <b>Responsible to:</b> | Aboriginal Children in Aboriginal Care – Program Manager |
| <b>Salary:</b>         | SCHADS Level 6   |
| <b>Hours:</b>          | 37.5 hours per week                                      |
| <b>Status:</b>         | Fixed Term Contract – til Dec 2020                       |

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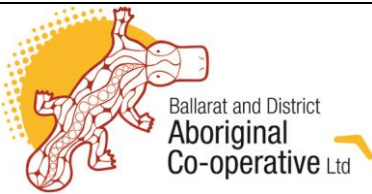
**1. Key Duties & Responsibilities:**

- 1.1. Engage with Aboriginal and Torres Strait Islander people from Ballarat and District through the provision of a range of group, day activity and camp programs aimed at enhancing individual and family functioning.
- 1.2. Provide effective leadership and coordination of the Strong Culture Strong Family program and ensure that the programs meet all KPIs required in project plans and program guidelines.
- 1.3. Support the Aboriginal community to participate in the development, planning and evaluation of the activities delivered by the program.
- 1.4.

- 1.5. Ensure the delivery of trauma informed culturally safe programs that support families to address issues such as family violence, parenting confidence and child well-being.
- 1.6. Develop all program materials including program plans, promotional materials, referral and nominations forms, risk management plans etc.
- 1.7. Achieve respectful, culturally rich, strong and healthy relationships for Aboriginal children, young people, families and elders.
- 1.8. Promote non-violence through a strong connection to culture and enhancing resilience, communication and problem solving skills.
- 1.9. Improve family and social connections. Support community members to engage in a wide range of community supports and activities both at BADAC and in the Ballarat community.
- 1.10. Raise awareness of the impacts of Family Violence. Provide a wide range of community information and education.
- 1.11. Ensure that effective administration is completed including: Program planning, Case notes, data collection, reporting requirements etc.
- 1.12. Complete other duties as required and requested by the Program Manager and Executive Manager of Koorie Family Services
- 1.13. Maintain strict standards of confidentiality & act at all times in a professional manner in accordance with the policies & procedures of the Ballarat & District Aboriginal Co-operative.

## **2. Key Selection Criteria:**

- 2.1. Tertiary qualifications in Community Services, Social Work, Welfare or a related field and 2 or more years' experience or 5 years' experience in a similar program coordinator role.
- 2.2. Demonstrated ability to work in a way that promotes Aboriginal cultural identity and connection to family, community and culture acknowledging that connection to culture, community and country is fundamental to supporting the safety and identity of Aboriginal people.
- 2.3. Demonstrated experience in program development and the implementation of plans, processes and risk management strategies. Ability to initiate, work autonomously, organise, prioritise tasks and evaluate programs.
- 2.4. Demonstrated communication skills and ability to liaise with a range of diverse stake holders. Ability to engage aboriginal community members, including parents and children and young people, carers and professionals from other services.
- 2.5. Ability to work both independently and collaboratively to ensure program outcomes and milestones are achieved. Ability to focus on both long and short term program goals.
- 2.6. Experience in leading co-design and community participation in the development of programs.



- 2.7. A commitment to continuous improvement of program delivery through action research and evaluation.

**Aboriginal and Torres Strait Islander people are strongly encouraged to apply.**

**3. Other Relevant Information:**

- 3.1. It will be a requirement to actively participate in general staff meetings & any other relevant forums, including staff development sessions.
- 3.2. The incumbent will be required to adhere to BADACs compliance policy which includes:
  - National Police Check
  - Working with Children Check
  - Must hold a current Victorian Drivers License.
- 3.3. BADAC is committed to the ongoing Professional Development of all its employees & encourages them to attend educational activities that will enhance the employee's ability to perform their tasks.
- 3.4. The employee will be required to sign a confidentiality agreement at commencement of employment.
- 3.5. BADAC is a Child Safe organisation and all employees are expected to adhere to our Child Safe Guidelines.