

## Cultural Safety Advisor

### **Duty Statement**

The Cultural Safety Advisor position will work closely with the Family Violence service system in the Central Highlands region to ensure they provide a culturally safe and responsive service for Aboriginal people. The position will build on the experience, knowledge, and cultural awareness of local community organisations to enhance and/or tailor the way they provide services for Aboriginal people.

The Cultural Safety Advisor will work within the BADAC Family Violence Program and align with BADAC's wraparound model of care taking into account the multi-conceptual principles of social and emotional wellbeing, connection to land, culture, family, community, spirituality, physical and mental wellbeing.

The position will develop and deliver cultural safety training and consultation to mainstream family violence and other community support services.

A sound knowledge of Aboriginal culture, society, and the ability to communicate effectively with Aboriginal people is essential for this position.

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<b>Position Title:</b>	Cultural Safety Advisor
<b>Responsible to:</b>	Family Violence and Justice Program Manager
<b>Salary:</b>	Award
<b>Hours:</b>	37.5 hours per week
<b>Status:</b>	12 Month Fixed Term Contract

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### **1. Key Duties & Responsibilities:**

- 1.1. Develop and maintain a working relationship with all services in the local area who provide family violence support to Aboriginal people.
- 1.2. Undertake cultural safety reviews of all family violence services in the Ballarat and District region.
- 1.3. Develop resources, templates, and guiding principles to support a culturally consistent approach across mainstream family violence services.
- 1.4. Develop, coordinate, and facilitate training which improves the cultural awareness and capacity of mainstream staff within the family violence and broader community sector to provide culturally safe services for Aboriginal people experiencing family violence.

- 1.5. Provide cultural guidance and advice to mainstream health and human services to support Aboriginal people.
- 1.6. Build relationships with the local Indigenous Family Violence Regional Action Group (RAJAC) and existing family violence workforce.
- 1.7. Manage communication with the stakeholders and relevant committees as required.
- 1.8. Accurately maintain records and reporting procedures in accordance with program requirements.
- 1.9. Complete other duties as required and requested by the Family Violence Project Manager and Executive Manager of Koorie Family Services.
- 1.10. Ensure that conduct is at all times professional in manner and in accordance with agency expectations.
- 1.11. Maintain strict standards of confidentiality and 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, Social Sciences, or related disciplines are desirable.
- 2.2. Sound knowledge of the issues and needs of the local Aboriginal community.
- 2.3. Demonstrated understanding of and ability to work with Aboriginal organisations, communities and individuals.
- 2.4. Sound awareness of barriers faced by Aboriginal and Torres Strait Islander people accessing family violence and other supports in the community services sector.
- 2.5. High developed written and oral communication skills including the ability to write and present quality learning and development material.
- 2.6. Demonstrated experience in the co-ordination and facilitation of learning programs that meet participant and organisational needs.
- 2.7. Sound organisational and time management skills including the ability to plan and organise workload to ensure outcomes are achieved, prioritise multiple tasks and work to deadlines.

### 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 the successful procurement of the following:
- National Police Check
  - Working with Children Check
  - Demerit Point Check
- 3.3 BADAC is committed to the ongoing Professional Development of all its employees and 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.

I, the undersigned employee, understand & agree to perform the duties & responsibilities set out in this duty statement.

**Employee**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

**Program Manager**

Signature \_\_\_\_\_ Name: \_\_\_\_\_

**Director of Family Support Services**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

**Chief Executive Officer**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

**Date:** \_\_\_\_\_