

# POSITION DESCRIPTION

<b>Position Title</b>	Indigenous Women's & family Support Worker (Must be of Aboriginal and/or Torres Strait Islander background)		
<b>Program Division</b>	Community Care		
<b>Team Area</b>	Indigenous Access and Equity Team		
<b>Position number</b>	VAC0549		
<b>Classification Grade &amp; Level</b>	CDW Level 2A - Level dependent on experience (SCHADS Modern Award 4/5) (+ superannuation and salary packaging)		
<b>Enterprise Agreement or Award applicable</b>	<a href="#">COMMUNITY HEALTH CENTRE (STAND ALONE SERVICES) SOCIAL AND COMMUNITY SERVICE EMPLOYEES MULTI ENTERPRISE AGREEMENT 2017</a>		
<b>Employment details</b>	<input type="checkbox"/> Full-time 1.0 FTE	<input checked="" type="checkbox"/> <b>Part-time</b> <b>FTE 0.6</b>	<input type="checkbox"/> Casual
	AND		
	<input type="checkbox"/> Permanent on-going	<input checked="" type="checkbox"/> <b>Fixed Term</b> <b>Till: 30/06/2019 With potential for extension</b>	
	Fixed term reason: <input type="checkbox"/> Parental Leave Replacement <input checked="" type="checkbox"/> <b>Specific Project or Purpose</b>		
<b>Position reports to</b>	Indigenous Access & Equity Coordinator		
<b>Ordinary location(s)</b>	St Kilda site – 18 Mitford Street, St Kilda		
<b>Closing Date</b>	Friday 15 <sup>th</sup> February 2019 @ 5pm		
<b>Recruitment contact</b>	Email: <a href="mailto:recruit@starhealth.org.au">recruit@starhealth.org.au</a>		

## Star Health

Star Health is a provider of health and support services in Victoria. Encompassing six main and five satellite locations, over 300 staff work in multi-disciplinary teams to deliver health outcomes. It is a responsive and agile community health service, providing a wide range of healthcare and welfare services for all members of the community.

Star Health provides services spanning all periods of life including specialist childhood, youth and aged care services. In achieving its vision of **health and wellbeing for all**, Star Health is guided by our distinct service principles which include working with people and communities to achieve their health goals, understanding the context in which people live their lives, providing friendly, affordable, joined up services with a no wrong door approach.

**Website Information:** <http://www.starhealth.org.au/>

Star Health offers a comprehensive and industry leading suite of [Employee Benefits](#)  
See <https://www.starhealth.org.au/careers/employee-benefits/> for information.

### Purpose of Position

The aim of this position is to work with local Aboriginal and Torres Strait Islander women and families in the inner south area of Melbourne to improve their overall health and wellbeing. This will include promoting healthy lifestyles, strengthening cultural identity and strengthening relationships with families and community.

The objective is to improve the delivery of services to Indigenous women and families by identifying their needs; raising everyone's awareness of these needs and being creative in addressing them.

The worker will work with women and families in the Urban and Inner South areas of Port Phillip, Stonnington, Glen Eira, Kingston and Bayside.

This position is fixed term for 12 month.

### Key Responsibilities

Directly -

- Work with local women and families to address their needs and build on their strengths
- Provide outreach support to women and their families
- Develop and run activities that promote health and well-being
- Support cultural activities that strengthen identity
- Promote and showcase local culture
- Support other Indigenous Access staff and programs
- Promoting and distributing any relevant information to women and families
- Develop goals with individuals and in groups
- Support women on an individual basis with some case management

Indirectly -

- Flexibility in work time and hours
- Contribute to relevant local networks
- Develop partnerships with other relevant local agencies
- Work with other Star Health program areas
- Attend all relevant programme and network meetings as negotiated by the programme coordinator.

Professional Development

- Attend any relevant trainings
- Participate in regular supervision sessions with the Program Coordinator.

### Key Capabilities

- Strong interpersonal skills
- Excellent communication skills
- Understanding and commitment to Aboriginal health and wellbeing
- Influence and negotiation – Able to utilise skills to effectively build rapport with staff, clients and external partnerships

<https://starhealthau.sharepoint.com/Shared Documents/HR/Position Description & PD Library/CC/Indigenous Women's Families PD VAC0549 CD-15-2-19.docx>

Status: Internal; Confidential

Review Date: 23/1/19

Review by: Coord Indigenous (ACP)

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Qualifications [Post-Secondary/Vocational; Undergraduate or Postgraduate degree(s)]	
Essential	Relevant community service qualification
Preferred	
Professional Membership(s)	
Experience [Industry sector, field of practice]	
Essential	
Preferred	Previous employment in a similar role

Key selection criteria – Essential	
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Be of Aboriginal and /or Torres Strait Islander descent</li> <li>• Have good knowledge and understanding of Aboriginal and Torres Strait Islander cultures, society and ability to communicate effectively with Aboriginal and Torres Strait Islander people.</li> <li>• Be willing to work as a member of a team.</li> <li>• Have good time management skills.</li> <li>• Hold or be willing to apply for a current Working with Children check.</li> <li>• Competent in working with computers</li> <li>• Hold a current Victorian Driver's License</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Previous experience in a similar role.</li> </ul>
Protecting babies, children and young people from child abuse and neglect is integral to the work at Star Health	
<b>Protecting Children Policy Information</b>	<ul style="list-style-type: none"> <li>• Star Health has zero tolerance of child abuse. Protecting babies, children and young people from child abuse and neglect is integral to the provision of health services to this group and their families, and is a core responsibility for all Star Health staff.</li> </ul>
Organisational Responsibilities	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• <b>Resilience</b> - Demonstrates perseverance in achieving objectives and copes effectively with setbacks and problems.</li> <li>• <b>Initiative &amp; Accountability</b> - Takes responsibility for actions and proactively implements work plan and addresses issues.</li> <li>• <b>Empathy and Cultural Awareness</b> - Demonstrates an interest in and an appreciation of a range of different cultures and actively seeks to understand and effectively address the issues and views of others.</li> <li>• <b>Continuous Quality Improvement</b> - Identify continuous quality improvement opportunities and act upon when/where relevant.</li> </ul>
<b>Other Licence(s)</b>	Unrestricted Victorian Driver Licence (or equivalent)

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### Important information

- Star Health is committed to providing and maintaining a working environment which is safe and without risk to the health of its employees. The organisation is a smoke-free workplace.
- Star Health's usual hours of operation are from 8:00am to 8:00pm Monday to Friday, specific hours of work will be determined in accordance with operational requirements and contained in the Contract of Employment.
- Your Letter of Offer may state you will be based at a particular Star Health site; however, it is expected that you will be required to work at different locations in the greater metropolitan area of Melbourne
- Offers of employment are contingent upon:
  - A successful reference check (all positions);
  - Non-adverse Criminal Record check (all positions);
  - Fitness for Work medical examination (specific positions);
  - Holding and maintaining a valid 'Working with Children Check' (all positions)
  - Undertake a DHHS Disability Exclusion Worker Check (specific positions)

***Star Health is an equal opportunity employer and encourages people with disabilities and individuals of diverse backgrounds including those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and LGBTI+ community to apply.***

*Some roles may require candidates to undertake psychometric testing prior to appointment.*

### Salary Packaging Information

- Star Health currently has two types of Salary Packaging:
  - General salary packaging of \$15,900 per FBT year
  - Meal Entertainment/Facility leasing of \$2,550 per FBT year

*Salary Packaging is optional and may have considerable tax benefits depending upon personal circumstances.*

### AUTHORISATION

Person who completed and authorises this Position Description	Position Title:	
	Program / Division:	

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