

# Position Description



Diversitat is a registered charity that has been serving the Geelong community for more than 40 years. Today we operate across 10 sites delivering a range of services including settlement, training, education, youth programs, financial counselling and disability and aged support. We also operate Pulse radio and TV, The Base, the Oppe Shoppe and various events including the famous Pako Festa.

Our aim is to empower individuals and communities to reach their full potential and aspire to provide an innovative and high quality response to the changing needs of a culturally diverse community. We act and behave on a daily basis according to our values of dignity, respect and acceptance, both with our clients and amongst each other. These values are a key part of our identity and are what brings us together and makes us successful at what we do.

## Position Details

<b>Position Title</b>	Diversity Theatre Aboriginal and Torres Strait Islander Cultural Guide
<b>Job Type</b>	Part time
<b>Hours of work</b>	22.5 per week, negotiable
<b>Reports to</b>	General Manager Aged Support
<b>Position Area</b>	Aged Support
<b>Location</b>	Healthy Living Centre
<b>Award</b>	Social, Community, Home Care and Disability Services Award 2010
<b>Date</b>	January 2020

## Position Requirements

<b>1. Position Purpose</b>	This position will actively work with Aboriginal and Torres Strait Islander participants throughout the production and performance of the Diversity Theatre Project by identifying and supporting culturally safe practices. The position requires recognition within the Aboriginal and Torres Strait Islander Community as a leader or emerging leader.
<b>2. Main duties</b>	<ul style="list-style-type: none"><li>• Be a key liaison with the Wathaurong Co-Operative and other interested community members regarding appropriate performance content and representation of Aboriginal and Torres Strait Islander interests within the creative development of the project;</li><li>• Provide support to the Aboriginal and Torres Strait Islander participants, as part of the wider participant group, to ensure they all feel safe, included and respected and feel valued in their contribution to success of the project;</li><li>• Participate in workshops and performance as an actor or other support role and participate in the sharing of photos, film of work in progress, archives or for creative content for show(s) and after;</li><li>• Help develop and co design an original artistic performance which increases the wellbeing of all participants through identified health measures (as co-designed with Deakin University);</li><li>• Support the provision of a safe and inclusive workplace for vulnerable elderly clients and meet Aged Care service standards and client rights charter;</li><li>• Report incidents or issues relating to clients, staff or volunteers, including those who may require extra support, to Diversitat staff in a timely and appropriate manner;</li><li>• Arrange appropriate transport for participants when required;</li></ul>

	<ul style="list-style-type: none"> <li>• Document progress of participants, record keeping, reporting etc.</li> <li>• Other duties as required.</li> </ul>
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### Key Selection Criteria

<b>1. Qualifications</b>	<ul style="list-style-type: none"> <li>• Desirable: Certificate III in Individual Support or equivalent; Food Safety Handlers; Current First Aid Certificate;</li> <li>• Current Victorian driver licence and willingness to drive company vehicles including 12 seater bus;</li> <li>• Previous theatre/event experience.</li> </ul>
<b>2. Skills</b>	<ul style="list-style-type: none"> <li>• Willingness to share cultural knowledge and raise awareness of barriers to services for Aboriginal and Torres Strait Islander members and guide performance choices;</li> <li>• High level of understanding of cross cultural sensitivity and competence –with willingness to support and learn more about CALD &amp; LGBTIQ communities;</li> <li>• Ability to work within a diverse team of staff participants, bilingual workers and stakeholders;</li> <li>• Providing choice and support to clients with an empowerment, strength based approach to decision making while maintaining client privacy and confidentiality;</li> <li>• Artistic values– willingness and positivity about exploring theatrical work practice and guiding others through role modelling of positive behaviour;</li> <li>• Create opportunities for vulnerable, frail elder (special needs identified) to share their stories to the public in a fun/social/health conscious working environment;</li> <li>• Ability to provide honest feedback about needs or requirements to enable Diversitat to make changes to improve their support for community.</li> </ul>

### Other Terms and Conditions of Employment

- All Staff to adhere to Diversitat’s Council’s Equal Opportunity policies, as well as act in accordance with the Charter of Human Rights. Ensure behaviour in the workplace does not discriminate, bully or harass others.
- All staff are to adhere to Diversitat’s OH&S policy including the requirement to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. Workplace incidents and injuries are to be reported to a nominated OH&S representative, and all staff are encouraged to raise health and safety concerns with management.
- Employment is subject to the satisfactory completion of Record Work Rights Check, a Police Check, Medical Check, Disability Worker Exclusion List Check and/or Working with Children Check. Diversitat will pay for the costs associated with a Police Record Check and /or requested Medical Check. The Working with Children Check cost will be the responsibility of the employee.
- Prior to any person being appointed to this position it will be required that they disclose full details of any previous Workers Compensation claims.
- All other conditions as per Diversitat Policies and Procedures Manual.
- All staff at Diversitat are responsible and will be held accountable for their continuing compliance with our Mandatory Reporting – Child Protection policy. It is expected that all staff will maintain contemporary knowledge of the policy and enact the policy at all times. All staff have a responsibility to raise any concerns they have about child safety to their direct manager or senior manager immediately.

### Diversitat Statement of Commitment to Child Safety:

Diversitat is committed to providing a child safe environment. We have zero tolerance of any abuse or mistreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives. We

understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities.

*Whilst these conditions are generic in an attempt to provide an overview, specific terms and conditions pertained to an employee are contained in the employment contract. It is not the intent of the position objectives/duties to be entirely prescriptive. The position objectives/duties are a description of the key areas. There may at other times be activities which will be required which are not described herein, however they will not be outside of the position purpose statement and will at all times be made in consultation and agreement with the incumbent.*

*At Diversitat we are committed to supporting Indigenous Australians, culturally diverse candidates and candidates with a disability gain employment and develop their careers with us – if you meet the above requirements, we encourage you to apply. If you would like further information about this role or if you have any particular access requirements please contact our office.*

### **Acceptance of Offer**

I have read, understood and accept the above position description.

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager Name \_\_\_\_\_

Manager Signature \_\_\_\_\_

Date \_\_\_\_\_