



Position Description

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| Position Title | Reconciliation and Anti-Racism Coordinator |
| Position Number | PXXXX (iChris) |
| Position Status | Full time 0.8 EFT, Fixed Term 30 th June 2023 |
| Program Area | Community Partnerships and Diversity |
| Award/Agreement/ Classification | Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022, Grade 4 |
| Reports To | Manager Diversity and Inclusion |
| Contact | Apoorva Charukonda |
| Contact Phone Number | 0475 595 097 |

cohealth is one of Australia's largest community health organisations delivering a range of health and support services across Melbourne's CBD, northern and western suburbs.

cohealth's mission is to strengthen community and make a difference to the lives and wellbeing of people, particularly of those who experience stigma and the risk of marginalisation. We create impact through a powerful combination of advocacy, innovation in service delivery, and partnership with consumers, communities and other stakeholders.

With over 30 sites cohealth provides a range of vital local health and support services including medical, dental, allied health, mental health, and counselling, and many specialist health services. More information about cohealth is available on our website www.cohealth.org.au.

Staff enjoy being part of a supportive environment with strong leadership and a collegiate and communicative approach. A not for profit organisation built on strong values, cohealth's commitment to all staff and volunteers is to ensure a positive and supportive work environment.

cohealth is a child safe and equal opportunity employer that offers generous salary packaging and opportunity to undertake professional training and development opportunities. Aboriginal and Torres Strait Islander people, and those who speak languages other than English are encouraged to apply.

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Site/Program Profile

The Community Partnerships and Diversity program area is located in the Experience Network and comprises a range of functions linked to the development and implementation of cohealth's human rights and community engagement/consumer participation frameworks. It delivers targeted programs to engage local communities; works to improve access and equity for cohealth's diverse population groups; and ensures consumers and communities are active partners in shaping and delivering services through participatory mechanisms.

Position summary

The Reconciliation and Anti-Racism Team Leader will, through a collaborative and 'whole of organisation' approach, lead the implementation and delivery of cohealth's Reconciliation Action Plan (RAP) and associated activities.

The role will work closely with a range of internal and external stakeholders to proactively facilitate the implementation of cohealth's reconciliation initiatives. cohealth strives to create culturally safe and inclusive work environments and services in partnership with First Nations coworkers, consumers and communities. Working closely with established working groups, the team leader will coordinate actions outlined in the current plan, ensuring strong ongoing engagement with Aboriginal and Torres Strait Islander coworkers, internal and external stakeholders including Elders and community groups. Through a process of learning and listening, the role will be responsive to the needs of community, ensure initiatives remain impactful and support cohealth to embed reconciliation across the organisation.

Working within the Diversity and Inclusion strategy, the role will also be responsible for leading cohealth's broader anti-racism work. Recognising racism is a public health issue that effects both mental and physical health, we are committed to tackling racism, including within our organisation, as part of our core business. This position will support our anti-racism collective as we engage in more introspection to the impacts of racism at cohealth, unpacking organisation whiteness and addressing systemic issues. This position will bring together learning and from across the organisation to ensure a consolidated effort to our anti-racism work.

Position Responsibilities

- Work with competing priorities to facilitate the implementation and reporting of cohealth Stretch Reconciliation Action Plan and anti-racism work.
- Working closely with the Aboriginal and Torres Strait Islander health team, develop and maintain relationships with key Aboriginal and Torres Strait Islander peoples, communities and organisations; to support shared activities, arrange events in collaboration with the Aboriginal Health Team and avoid duplication in efforts to achieve objectives set out in the RAP.
- Facilitation of Reconciliation meetings to focus on the development, implementation, evaluation, promotion and reporting of reconciliation initiatives on behalf of the organisation

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- Prioritise work, developing annual delivery plans with the Manager, Inclusion, the Reconciliation Engine room, and others, allowing adequate space for a responsive service.
- In partnership with the anti-racism collective, lead and support the advancement of cohealth's anti-racism work
- Identify and advise the Manager, Inclusion about resource requirements to fulfil annual delivery plans, including but not limited to staffing (ongoing and temporary), budgets, and student and other learning placements.
- Provide advice to help build community and organisational capability in relation to culturally safe community engagement and community-led practice, and other areas of expertise, contributing to the implementation of cohealth's Diversity and Inclusion Strategy, and other key plans and strategies.
- Approach all interactions and deliver all initiatives with an innovation and improvement lens; driving incremental tangible improvements in the reconciliation and anti-racism space.
- Support members of staff (line management and/or projects), students and other temporary coworkers as required.
- Represent cohealth in key meetings/forums/conferences (both internally and externally) relevant to the work to promote and profile our work, in turn to better partner and avoid duplication of efforts across cohealth
- Model collaborative practice in shared decision-making processes for the Health Equity Cluster.
- Other duties as required from time to time by the organisation.

Position Requirements (qualifications, skills, knowledge and attributes)

- Identifies as Aboriginal or Torres Strait Islander / First Nations and has extensive experience meaningfully and deeply engaging community with a strong commitment to and knowledge of culture.
- Appropriate tertiary degree (e.g. public health, social sciences, behaviour change or similar discipline), or at least 3 years' experience social / community services
- At least two years leading and inspiring others to implement initiatives / projects, preferably in a healthcare or multi-disciplinary setting.
- Experience successfully managing change (to a process or a practice) and monitoring the impact of change.
- Experienced in working collaboratively within and across teams / organisations and with community members, demonstrating systems thinking in approaching problem solving.
- Experience designing and delivering capacity-building programs with health professionals (e.g. training, resource development).
- High level interpersonal, influence, negotiation and presentation skills, allowing the translation of concepts/theory to practice in simple and accessible language.
- Promotes collective achievement, contributes to the development and achievement of group objectives, is respectful, actively listens to and seeks out opinions and ideas from others.
- Works respectfully, collaboratively and confidently with coworkers from a range of disciplines.
- Is solutions-focused, and not deterred by complex problems.

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- High standard of verbal and written communication to a range of audiences, including communicating difficult concepts in simple language.
- Strong project management, time management and prioritisation skills, demonstrated by an ability to use own initiative to manage varied tasks simultaneously, ensuring planning, organising and prioritising workload to meet deadlines.
- Comfortable working in a self-directed way and leading others through periods of development.
- Committed to health and social equity and working within a culture of reflection.
- Demonstrates curiosity and a commitment to excellence and life-long learning.
- Willingness to adapt to do what is required for the community, including temporarily working in a community-facing role when required (e.g. pandemic response).

Key Selection criteria

- Identifies as Aboriginal or Torres Strait Islander / First Nations and has extensive experience meaningfully and deeply engaging community with a strong commitment to and knowledge of culture.
- Appropriate tertiary degree (e.g. public health, social sciences, behaviour change or similar discipline), or at least 3 years' experience in a role delivering organisational cultural initiatives.
- Exceptional communication and relationship brokerage skills with a demonstrated capacity to build and manage internal and external partnerships; establishing and sustaining strong relationships, including the ability to influence and achieve positive change
- High level project management skills, experienced working in a self-directed way and collaborating as part of a high performing team to meet varied deadlines.
- Demonstrated commitment to equity.

Additional Information

1. cohealth is an equal opportunity employer.
2. This position is based at Footscray (currently partially working from home) but may be required to work across sites from time to time or to change sites.
3. cohealth is a child safe organisation and employment is subject to the satisfactory completion of a Police Record Check and Working with Children Check.
4. In the context of occupational health and safety all employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S.
5. Salary packaging is available to all fixed and permanent staff.

Relationship to Performance Development and Review Plan

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This position description operates in conjunction with and forms part of the relevant individual Performance Development Review Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis.

Our Principles

Our work is informed by human rights based principles which include:

Participation: We work to improve access to our services by creating opportunities for active and meaningful participation.

Accountability: We have strong systems that are open and transparent and we actively encourage and respond to feedback.

Non-discrimination and attention to vulnerable groups: We work with the most disadvantaged people to improve their health and wellbeing.

Empowerment: We work alongside a strong and well-connected community that is supported to have a voice.

Linking practice to human rights standards: Our work promotes and protects the rights of staff, consumers and the wider community.

We require all employees to perform in a way that is in line with these principles.

Document Review Details

Version Number:

Date Reviewed:

Date to be reviewed:

I have read, understood and accept the above position description

Name

Signature

Date

Senior Manager

Name

Senior Manager

Signature

Date

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