



## Position Description

<b>POSITION TITLE</b>	Aboriginal Men's Group Coordinator
<b>AWARD</b>	Social, Community, Home Care and Disability Services Industry Award
<b>CLASSIFICATION</b>	Level 3.1
<b>LOCATION</b>	Mitcham, Croydon, Ferntree Gully
<b>REPORTS TO</b>	Operations Manager
<b>CONTRACT TYPE</b>	Fixed 3 – 4 days per week (0.6 or 0.8 FTE) 12-month fixed term contract

*This is a designated Aboriginal position. Only Aboriginal and/or Torres Strait Islander people are eligible to apply for this position. This action constitutes a special measure under section 12 of the Equal Opportunity Act 2010 (Vic)*

### Job Purpose

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Mullum Mullum Indigenous Gathering Place (MMAGP) is a strong, proud, culturally connected and self-determined Aboriginal Community in the Eastern Metropolitan Region (EMR) for over 20 years.. Our purpose is to provide a safe and welcoming environment for people to connect with culture, learn new skills and contribute to community health and wellbeing.

The role of the Aboriginal Men's Group Coordinator is to develop, coordinate and facilitate culturally safe programs, activities and community gatherings that strengthen cultural identity, connection, wellbeing and social inclusion for Aboriginal and Torres Strait Islander men across the Eastern Metropolitan Region (EMR). The position will support the delivery of recreational, cultural and community-based initiatives that promote healing, connection to culture, peer support and positive community engagement, while fostering respectful relationships and creating opportunities for men to share knowledge, build confidence and strengthen community connections.

There is an opportunity to undertake study as part of a nationally accredited Certificate in Mental Health at a registered training organisation (RTO), if desired.

### Key Responsibilities

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#### Job duties

- Connect Aboriginal men to MMAGP and to other Aboriginal services to increase their sense of belonging and engagement within the Aboriginal community and targeted Aboriginal services
- Provide a safe space for Aboriginal men to practice their culture and learn about their ancestors, history and identity
- Support the ongoing development and implementation of MMAGP men's programs and initiatives
- Facilitate and support Aboriginal males within the region to access health services, mental health services and other support services as needed
- Scoping the needs of Aboriginal men with respect to culturally appropriate gatherings and identification of factors that contribute to strong and healthy Aboriginal males



- Support programs and initiatives which target male Aboriginal youth that are vulnerable, disengaged and/or within the youth justice system across the Eastern region.
- Ensure program implementation is informed by an appropriate evaluation framework used to ensure continuous improvement of program delivery and outcomes
- Ensure all financial transactions are undertaken in line with approved MMAGP policy and delegations
- Adhere to confidentiality and privacy principles, and the values and goals of MMAGP
- Undertake general administrative duties, such as document filing and record keeping
- Prepare different forms of communication including letters/ emails to participants and MMAGP staff, program information for flyers, notices on Facebook and other social media etc
- Attend and participate in unit, MMAGP staff, and other meetings as required
- Participate in and support other programs and initiatives run by MMAGP where required
- Liaise with stakeholders, relevant organisations and community members as needed
- Undertake other duties as directed

#### Training obligations (if desired):

Studying towards the Certificate of Mental Health is pivotal to the position, which involves:

- Participating in development sessions
- Attending/participating in classes/training, be it face to face sessions or online activities
- Submitting assessments when due
- Completing tasks, assessments, assignments, etc. that are set by the RTO
- Recommended study time is a minimum of 3 hours per week

#### Key selection Criteria

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- Demonstrated understanding of the Victorian Aboriginal community and the ability to communicate effectively with Aboriginal people, particularly men
- Understanding of the cultural and historical issues that impact Aboriginal clients, particularly in response to intergenerational trauma and the Stolen Generations
- Demonstrated experience engaging and supporting men within community, cultural, educational, recreational or group-based settings.
- Capacity to relate to and support men and their families
- Well-developed time management skills and ability to organise, prioritise and complete daily tasks
- Ability to positively engage with internal and external stakeholders including community members
- Computer skills including Word, Excel, PowerPoint (or similar), and email usage
- Demonstrated ability to work and contribute to a positive team environment
- Availability to work flexible hours including school holidays and afterhours where required

#### Personal Attributes

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- Culturally aware and inclusive
- Community focused
- Enjoy working with and supporting others
- Able to form positive relationships with others



- Positive and enthusiastic
- Flexible and adaptable to change

<b>Additional Information</b>	
<b>Security Check</b>	A Police check is required to be undertaken prior to finalisation of appointment. All MMAGP employees are required to obtain and maintain a Working with Children Check.
<b>Probationary Period</b>	A six (6) month probationary period applies to this position
<b>Additional Information / factors:</b>	<ul style="list-style-type: none"> <li>▪ MMAGP is an Equal Opportunity Employer.</li> <li>▪ Selection will be based on assessing demonstrated performance of the skills, knowledge behaviours and other qualifications relevant to the position.</li> <li>▪ MMAGP reserves the right not to appoint.</li> </ul>
<b>Selection process</b>	<ul style="list-style-type: none"> <li>▪ Interviews will be held to properly assess the applicant's suitability for the position according to MMAGP policy.</li> <li>▪ A minimum of 2 referee checks is made for all MMAGP positions</li> <li>▪ Applicants will be interviewed by a panel of interviewers. The interviewers will be selected from a broad range of areas including but not limited to members of the Board of Directors, respected members of the local Aboriginal community, Supervisory Staff Members, External Agency Representatives or consumers.</li> </ul>
<b>Equal Opportunity &amp; OH&amp;S</b>	A commitment to Equal Opportunity and Occupational Health and Safety Principles and Practice is required.
<b>Pre-existing illness or injury</b>	You may need to disclose any pre-existing illness or injury you know about which could be reasonably foreseen to be affected by the described work duties

**This is an Aboriginal Designated Position, classified under 'special measures' of section 12 of the Equal Opportunity Act 2010. Only Aboriginal and/or Torres Strait Islander people are eligible to apply.**