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## Position Description

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<b>Title:</b>	Coordinator, Aboriginal Metropolitan Ice Partnership
<b>Unit:</b>	Workforce & Wellbeing
<b>Reports To:</b>	Manager, Workforce & Wellbeing
<b>Time Fraction:</b>	Full-time
<b>Salary:</b>	\$65,000 – 70,000 per annum
<b>Employment Status:</b>	12 months maximum term with possibility of extension
<b>Location:</b>	17-23 Sackville Street, Collingwood 3066

### Organisational Overview

VACCHO is Victoria's peak representative Aboriginal health body and champions community control and health equality for Aboriginal communities. We are a centre of expertise, policy advice, training, innovation and leadership in Aboriginal health. VACCHO advocates for the health equality and optimum health of all Aboriginal people in Victoria.

### Unit Overview

The Workforce & Wellbeing Unit's aim is to enhance access to high quality, culturally safe health services to the Victorian Aboriginal community through leadership, support, advocacy and workforce development.

The Workforce & Wellbeing Unit includes the following state-wide programs:

- Koori Maternity Strategy
- Social & Emotional Wellbeing
- Improving Care for Aboriginal Patients
- Koori Mental Health
- Palliative Care

### Role Overview

The Aboriginal Metropolitan Ice Partnership (AMIP) is an innovative and practical response to assist in addressing Aboriginal and Torres Strait Islander community needs associated with ice related issues, across all metropolitan areas of Melbourne. This initiative aims to better support Aboriginal individuals and families affected by ice, as well as alcohol and other drugs.

### Key Responsibilities

The Coordinator position supports the ongoing implementation of selected priority recommendations of the Formative Evaluation of the Pilot as reflected in the key responsibilities below.

1. Facilitate further development of the documented model of care established for each of the partnerships.
2. Work with DHHS to address any data collection issues.
3. Identify unmet capacity building needs of partners (ie: the capacity of mainstream AOD services to provide culturally-responsive care for Aboriginal people, and the capacity of ACCHO/ACCOs to provide effective treatment and support for ice and AOD issues), and identify and promote relevant training and development opportunities to address these needs.
4. Facilitate the further development of formalised and documented partnership and governance structures for each of the four partnerships, as required.
5. Facilitate the establishment and maintenance of an Operational Management Group, comprising senior management from each partner agency, to meet monthly.
6. Prepare progress reports on the AMIP for the Aboriginal Metropolitan Ice Partnership Steering Committee according to an agreed format.
7. Support the Partnership workforce (Counsellor and CRC positions) by:
  - convening monthly meetings, including a focus on peer support, sharing issues, progress, and opportunities, and provision of cultural supervision as required.
  - identifying relevant training and development needs and promoting opportunities to address these.
8. Work with partner agencies and DHHS to facilitate development of common communications material on the pilot.
9. Support identification and documentation of best practice and learning in the partnerships.
10. Seek opportunities to share and disseminate best practice and learning in the partnerships.
11. Undertake other duties which are appropriate to the level of the position, as directed by the Manager and Director to meet unit objectives.

### **Compliance with VACCHO Standards**

- VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait to apply for all positions advertised (*Equal Opportunity Act 2010*)
- VACCHO requires all employees to comply with all work health and safety rules, regulations and relevant Codes of Practice (*Victorian Occupational Health and Safety Act 2004*)
- VACCHO is accredited and requires employees to understand the requirements of quality systems and continuous improvement (*ISO 9001*)
- VACCHO requires employees to adhere to a *Code of Conduct*, including commitment to confidentiality and conflict of interest declarations

### **Key Selection Criteria**

#### **Skills and experience**

- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control
- Experience in working in Aboriginal organisations or health settings and evidence of strong links with the Victorian Aboriginal community.
- Understanding of Victoria's alcohol and other drug service system.
- Experience in coordinating working groups/committees,
- Skill and experience in establishing and maintaining effective working relationships with a range of stakeholders.
- Sound written and verbal communication skills.

- Commitment to teamwork, including cooperating and working well with others, and showing respect for others' feelings and ideas.
- Ability to identify and analyse problems, establish appropriate solutions and recommendations using analytical and conceptual skills.
- Demonstrated capacity to manage sensitive information, maintain confidentiality and remain impartial at all times.

**Desirable**

- Identifies as Aboriginal and/or Torres Strait Islander
- Relevant health or community service qualification.

**Employment Related Information**

- A National Police Records Check is required as a condition of employment.
- A current Victorian Drivers Licence is required