



<b>Position title</b>	Community Engagement Facilitator
<b>Group</b>	Community Engagement
<b>Employment status</b>	Part time, ongoing
<b>Salary Range</b>	As per SCHCADS Award
<b>Position reports to</b>	Community Engagement Managers
<b>Location</b>	Abbotsford
<b>Delegation</b>	N/A

**Organisation environment**

Djirra<sup>1</sup> is an Aboriginal Community Controlled Organisation (ACCO) that works towards a future where all Aboriginal women are strong, safe, independent, healthy and positive in their lives, culture and communities. All Djirra’s work is designed by and for Aboriginal women and is deeply respectful of and connected to community. Self-determination is the foundation of everything we do: it is Our Cultural Way.

Djirra’s vision is to provide high quality culturally appropriate services for Aboriginal women in Victoria who have experienced or are experiencing family violence.

We are committed to ending family violence against Aboriginal women and their children through holistic and culturally safe specialist services, prevention programs and advocacy for change. Our services have state-wide reach.

Djirra offers a range of services including:

- **Holistic and culturally safe legal and non-legal** support to Aboriginal people, particularly women, who experience family violence or sexual assault. Each client is assisted by a lawyer and support worker who together address the multitude of interrelated legal and non-legal issues our women face. Legal advice and representation is provided on intervention orders, child protection, family law and victims of crime assistance.
- **Individual Support Services** is a program of Djirra which provides culturally safe, trauma informed support to Aboriginal women requiring personalised short or longer term interventions to assist in achieving a safe and stable environment for them and their children. Individual Support Services comprises case management with brokerage, face-to-face and phone counselling and an after-hours support line.
- The **Koori Women’s Place (KWP)** provides wrap-around support and works to build trusting relationships with Aboriginal women through our shared connection to culture. Aboriginal women can be referred for an appointment, walk into our space or book into a workshop. Mainstream and Aboriginal service providers are available for appointments within the safety of the KWP.
- Our **community education and engagement programs** provide support for women through personal support and empowerment programs.

Djirra also offers a range of workshops in Melbourne and regional areas:

- **Sisters Day Out®** is a wellbeing workshop where Aboriginal women support each other, get information about legal rights and options, and engage with mainstream and Aboriginal support services.
- **Dilly Bag** is a four-day residential program that draws on cultural principles to promote healing.
- **Young Luv®** is designed for young Aboriginal women aged 13 to 18 and focuses on promoting healthy relationships.

**Role purpose**

<sup>1</sup> Djirra is the Woiwurrung word for the reed used by Wurundjeri women for basket weaving. Traditionally, when women gathered to weave, important talks took place and problems were solved. Djirra symbolises Aboriginal women today, still coming together to share stories, support each other and find solutions.





Djirra delivers a comprehensive program of Early Intervention and Prevention (EIP) workshops which are developed, facilitated, and evaluated by Aboriginal women for Aboriginal girls and women. The EIP workshops are delivered at a variety of sites across Melbourne, in regional Victoria and within the Koori Women’s Place (KWP) at Djirra’s Head Office in Abbotsford.

The Community Engagement Facilitator will have portfolio responsibility for the planning, delivery and lead facilitation of all Young Luv (YL) workshops and will contribute to the ongoing evaluation of Young Luv (YL). This position will also be required to support the delivery of the Sisters Day Out (SDO) program

- This is a part time position
- Workshops occasionally delivered during evening hours
- Travel sometimes required outside of normal business hours

**Key accountabilities**

- Liaise with the Aboriginal communities, Organisations and mainstream contacts to promote the YL program
- Plan and lead the facilitation of Young Luv workshops together with other Djirra staff members who are appropriately trained.
- Ensure the YL program is delivered in a culturally safe way and meet Child Safe Standards according to Djirra policies
- Distribute YL promotional material to designated contacts and manage the registration of participants in a culturally safe manner and in consideration of the age of participants.
- Engage with participants when they arrive at workshops, utilising breaks and mealtimes as opportunities for service and individual engagement
- Maintain accurate workshop data, including attendance, evaluations, and other reporting documents
- Utilize networks to bring resources and referrals to Djirra, to support program success
- Act as a cultural support and resource as required.
- Support the delivery of the Sisters Day Out program across Victoria
- Other duties as required

**Key selection criteria**

<b>Professional / Functional Skills</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of family violence and the drivers of violence against women</li> <li>• Prior experience working with Aboriginal organisations, communities, and individuals</li> <li>• Prior experience in public speaking and excellent presentation skills</li> <li>• Prior experience planning workshops, events, and gatherings</li> <li>• Prior experience working with Aboriginal women/girls a plus</li> </ul>
<b>Competency</b>	<ul style="list-style-type: none"> <li>• Must be able to form strong connections with Aboriginal communities and communicate effectively with those who may have experienced trauma</li> <li>• A National Police Records Check and current employee Working with Children Check (WWC) is mandatory.</li> </ul>
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>• Good PC skills, including familiarity with the Microsoft suite of tools.</li> <li>• A current driver’s license is essential.</li> <li>• Special requirements: Ability to consistently work flexible hours, including weeknights with overnight stays</li> </ul>

**Qualifications**

A Diploma of Community Services or social work degree is highly desirable.

**Workplace health and safety**

Djirra is committed to providing and maintaining the health and safety of its employees.

All staff at Djirra are expected to champion proactive and positive health and safety practices in the workplace and when working offsite by raising health, safety and wellbeing issues or concerns with managers and colleagues. Staff are required to observe all safe work procedures, rules and instructions, and take all reasonable care for their own safety and for the safety of work colleagues by always operating in a safe and appropriate manner. Staff are encouraged to undertake related training e.g. – First Aid training, Fire Warden, etc.





Information about these policies is contained in Djirra's Human Resources Policy Manual.

### We are a Child Safe Organisations

Djirra is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Djirra is subject to a satisfactory Australian Criminal History Check and an *Employee Working with Children Check* (in Victoria).

An International Police Check will also be required if you have resided continuously in an overseas country for 12 months or more in the last ten years.

### Other important information

Djirra's employees and volunteers are required to adhere to relevant policies and procedures including, but not limited, to:

- Code of Conduct Policy
- Occupational Health and Safety Policy
- Social Media Use Policy
- Privacy Information Policy
- Conflict of Interest Policy
- Volunteer Policy

Information about these policies is contained in Djirra's Human Resources Policy Manual.

All Djirra workers - including employees, volunteers, contractors, and students on placement - must either:

- be fully vaccinated against COVID-19, or
- hold a completed and signed Australian Immunisation Register medical exemption.

Djirra requires this of anyone who is working remotely or virtually with or for Djirra, as well as those working face to face. This is to ensure we are consistently promoting, supporting, and re-enforcing the importance of vaccination for the communities Djirra works with, and for all our staff.

We require evidence from each person we engage that they meet the requirements.



### ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Position Description and have read and understand its contents.

**Employee name:**

**Employee signature:**

**Date:** / /

**Manager's name:**

**Manager's signature:**

**Date:** / /

### HR CHECKLIST

- Return one copy of completed form and any attachments (e.g. current Organisation Chart) to the employee to keep.
- Place one copy of completed form and any attachments on the employee's Performance File.
- Retain original completed form and any attachments on the employee's Personnel File.

**Initials:** \_\_\_\_\_

**Date:** / /