

Schedule 1 - Position Description

Position Title	Cultural Lead – Elders' Program
Award and Classification	Social, Community, Home Care and Disability Services Industry Award,
Work Type	Permanent part time, 6-month position 1 day per week (excluding school holidays); 8am-4pm - negotiable
Commencement date	Immediate
Position reports to	Executive Officers, Women's and Men's Business

Role purpose

- Contributes to building Willum Warrain as a culturally enriching and safe environment for Aboriginal and Torres Strait Islander Peoples and a welcoming place for the broader community.
- Builds a strong Elders' cultural program at Willum Warrain and increases Elders' engagement within existing cultural programs.
- Works to ensure Elders are supported at Willum Warrain, their voices are heard, and they are uplifted as role models to our community.
- Facilitates the Elders' Yarning Circle each term and supports the organisation of key Elders events (i.e. Elders Luncheon) each year.
- Drives awareness, engagement and participation in Willum Warrain's programs and events.
- Builds strong relationships with stakeholders for the benefit of the Aboriginal community.

Key Responsibilities

Reporting to management

- Works closely with the Management team (two Executive Officers and the Gathering Place Coordinator) to ensure the smooth running of all aspects of the organisation.
- Reports to EO/ Women's Business and EO/ Men's Business.

Elders' engagement and support

- Strengthen and uplift Elders in our community.
- Implements strategies to build Elders memberships and engagement in cultural programs.
- Embed Elders into all cultural programs at Willum Warrain.
- Supports Elders in distress via Charity Fund, food vouchers, referrals, etc.
- Advocate on behalf of Elders.

Elders Program

- Identifies core values underpinning our Elders' program.
- Develop a set of guidelines for the operation of the Elders' program.
- Leads the development of Willum Warrain's Elders program.
- Creates opportunity to foreground Elders at Willum Warrain events and programs.
- Manages any issues and/or concerns raised within the Elders Program.

Staff relationships

- Works collaboratively with staff to ensure effective delivery of cultural-based programs, activities and events.
- Co-ordinates with Elders' and Carer's Support to develop program ideas and facilitate the Yarning Circles.
- Is a role model for all Willum Warrain staff and mentors Aboriginal staff as required.

Finances

- Tracks and monitors funding expenditure related to Elders' specific programs and events.
- Provides financial reports as required for grants.
- Contributes to grant-writing processes on behalf of Elders.

Public Events

- Active involvement in the planning, publicity, delivery and evaluation of Willum Warrain Elders' events.
- Supports Elders to officiate and speak at Willum Warrain events.

Desirable attributes

- Congruent values with Willum Warrain's vision.
- Respected Aboriginal Elder at Willum Warrain.
- Strong communication skills.
- Is a team player.
- Deep commitment to empowering our local Aboriginal community.
- Consistently displays professionalism, sensitivity and understanding in dealings with staff and community members.