

# Community Cultural Support Officer - Kalimna



## Position Description


<b>Reporting</b> Office Manager - Kalimna	<b>Location</b> Kalimna	<b>Hours</b> Casual	<b>Contract</b> Fixed Term	<b>Reports</b> Nil	<b>Job Level</b> Crew
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**GLaWAC considers that being of Aboriginal or Torres Strait Islander heritage is a genuine occupational requirement for this position under s28 of the Equal Opportunity Act 2010 (Vic.)**


## Role Purpose

To welcome and support community engagement at the Kalimna Office. The role will support programs and engagement events, encouraging community involvement, and promote inclusive and culturally respectful participation.

## The Role




Develop and maintain relationships of mutual respect with staff, Community, and stakeholders.



Duties will include support to administration team providing customer services and reception functions as required



Support the development of strong relationships between GLaWAC and Community.



Networking between groups/clans and fostering positive relationships  
Support cultural knowledge sharing and education with the broader community.

## Other Requirements

- Although we may offer work flexibility to work from home, the employer can direct you to return to the office.
- Always demonstrate GLaWAC values.
- Requirement for 3 x Covid-19 vaccinations
- Current Victorian Manual Driver's Licence.
- Mandatory random Drug and Alcohol Testing (Policy Agreement).
- Working With Children Check and/or Police Check.
- Commitment to your work and team.
- Commitment to complete mandatory training.
- Other duties as required

## Essential Skills/Experience

- Great interpersonal skills, with a focus on clear, concise and accurate communication.
- An ability to work independently, problem solve and display initiative.
- Active listening skills and the ability to deal appropriately with sensitive information. ensuring confidentiality and privacy are maintained.

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## Desirable Skills/Experience

- Knowledge of Gunaikurnai culture, values, aspirations and customs.
- Interpersonal skills to effectively engage with community.
- Commitment to your work and team.

## Core Leadership Capabilities

1. Cohesive - have each other's backs
2. Cultural - have the REAL conversations
3. Courageous - Be respectful and safe
4. Persistent - Be committed to the purpose and lead by example