

Health and Wellbeing Manager



Position Description

Reporting General Manager Corporate Services	Location Kalimna	Hours Full Time or Part Time (optional)	Contract Ongoing	Reports Nil	Job Level Manager
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People of Aboriginal and Torres Strait Islander heritage are strongly encouraged to apply.

Role Purpose

You will be responsible for developing, implementing, and evaluating mental health and wellbeing programs and initiatives. This role focuses on enhancing the mental, physical, and emotional wellbeing of all employees, with a particular emphasis on Aboriginal mental health and cultural safety. The Manager will adopt a holistic approach encompassing physical, social, emotional, cultural, spiritual, and ecological wellbeing for both individuals and teams.

There will be strong collaboration with the Occupational Health & Safety Coordinator and GLaWAC's various departments to create comprehensive approaches to employee health and wellbeing. The goal is to ensure our workforce has the necessary resources and support to thrive in the workplace.

The Role



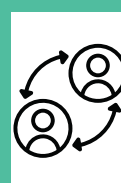
Research, develop and implement health and wellness and education programs, initiatives, and campaigns that align with organizational goals and promote a culture of wellbeing. Implement a program of health checks, drug/alcohol testing and pre-employment medicals for all staff.



Collaborate with cross-functional teams and Managers to identify needs, interests, and preferences of employees regarding health and wellness initiatives. Serve as a point of contact for employees seeking information, guidance, or support related to health and wellness.



Coordinate and facilitate wellness workshops, seminars, and events on topics such as stress management, nutrition, fitness, mental health awareness, and work-life balance.



Maintain confidentiality and adhere to privacy regulations when handling sensitive employee information related to health and wellbeing.



Establish partnerships with external vendors, healthcare providers, and community organisations to enhance the scope and impact of wellness programs.



Promote a positive and inclusive work environment that values cultural safety, cultural awareness and diversity and respects the individual needs and preferences of employees. Support individual EAP programs.

Other Requirements

- Undertake all work in a safe responsible manner
- Although we may offer work flexibility to work from home, you may be directed to work on site.
- Role Model the GLaWAC values and inspire the teams to do the same.
- Requirement to undergo vaccinations where applicable
- Current Victorian Driver's Licence
- Mandatory random Drug and Alcohol Testing (Policy Agreement)
- Working With Children Check and/or Police Check
- Other duties as required.

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Essential Skills/Experience

- Certification/Training or extensive demonstrated work experience in Allied Health, Wellbeing, Mental Health or Counselling.
- Certification with AHPRA/Australian Community Counselling Association.
- Demonstrated experience working with Indigenous peoples or communities, demonstrating cultural sensitivity, respect, and an understanding of the unique health and wellness needs of Indigenous populations. Specific experience in this area may include:
- **Cultural competency:** Demonstrated experience on working effectively with Aboriginal people and the ability to communicate sensitively on cultural safety matters.
- **Collaboration and Partnership:** Experience collaborating with Indigenous organisations, tribal governments, or community leaders to develop and implement health and wellness initiatives that are responsive to the needs and priorities of the community.
- **Cross-Cultural Communication:** Strong communication skills, including the ability to communicate effectively with individuals from diverse cultural backgrounds, and to bridge cultural differences to promote understanding and collaboration.
- Sound knowledge of office administration and procedures.
- Well-developed verbal and written communication skills.
- An ability to work both independently and as part of a team.

Desirable Skills/Experience

- Knowledge of Gunaikurnai culture, values, aspirations and customs and experience working with the Gunaikurnai people, community and key stakeholder groups.

Core Leadership Capabilities

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