



Date:	
Employee:	
Position Title:	ACCO Statewide Rainbow Tick Accreditation Advisor
Status:	0.8
Location	Northcote Victoria
Reports to	Chief Executive Officer (CEO)
Award:	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHDSI)
Classification:	Level 6 Pay Point
Remuneration:	Salary Packaging 9.5% Superannuation
Personal Attributes:	This position has been assessed as a special measure under Section 28 of the Equal Opportunity Act 2010 and will be limited to Aboriginal and Torres Strait Islander peoples only. Sistagirls, Brotherboys and/or those who identify as lesbian, gay, bisexual, transgender, gender diverse, Intersex, queer or asexual are strongly encouraged to apply.

Organisational Overview:

Elizabeth Morgan House Aboriginal Women's Service Inc. (EMH) is a peak body in Victoria for Aboriginal¹ communities and family violence. We are proudly an Aboriginal Community Controlled Organisation and have been in operation since 1976. EMH takes direction and work consultatively with the community in all aspects of our services. Central to our work and business is the aim to provide advocacy and support for the empowerment of Aboriginal communities.

Elizabeth Morgan House (EMH) provide culturally appropriate specialist family violence support to Aboriginal communities. EMH's programs consist of:

- Intake and Assessment
- High Security Refuge
- Outreach Case Management
- Housing Support
- Court Support
- Family Violence Counselling

Our Vision

To work together with Aboriginal communities to ensure safe and culturally strong future for our women, children, and young people.

¹ EMH also acknowledges Torres Strait Islanders as First Nations peoples, therefore the term 'Aboriginal' encompasses both Aboriginal and Torres Strait Islander peoples for the purposes of this document.

Role context:

The Royal Commission into Family Violence (RCFV) highlighted the lack of an LGBTIQ+ family violence service response, noting that people from LGBTIQ+ communities can feel invisible in the family violence service system. It was found that people from marginalised communities frequently also face 'intersectional' risks. It is acknowledged that Aboriginal LGBTIQ+ people are also dealing with overlapping forms of discrimination and power imbalances, including racism and homophobia and/or transphobia. This can increase barriers to access appropriate services and can compound the impact of family violence.

The RCFV made recommendations for the Victorian Government funded family violence service providers to achieve Rainbow Tick accreditation. The Rainbow Tick is a national accreditation program that supports organisations to understand and implement LGBTIQ+ inclusive service delivery against six standards. The Victorian Government, through Family Safety Victoria (Aboriginal Strategy Unit and Diverse Communities and Projects) is funding a number of family violence organisations, including six Aboriginal services, to achieve Rainbow Tick accreditation. This funding covers the accreditation fees and provides organisations with some staffing support to coordinate the organisation's efforts to progress the Rainbow Tick accreditation within a two-year time-frame.

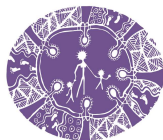
The *Dhelk Dja: Safe our Way - Strong Culture, Strong Peoples, Strong Families* Agreement, the key Aboriginal-led Victorian Agreement that commits Aboriginal communities, services and government to work together and be accountable for ensuring that all Aboriginal people and communities are stronger, safer, thriving and living free from family violence, also supports the importance of approaches that are inclusive of the whole community and identifies LGBTIQ+ people as a part of Aboriginal communities.

Position Overview:

The ACCO Statewide Rainbow Tick Accreditation Advisor will work with the 6 Aboriginal organisations (including Elizabeth Morgan House) that received funding to undergo the Rainbow Tick accreditation over 24 months. They will work with the organisations to support their efforts towards accreditation, build relationships between them while developing and sharing practice and guidance resources.

Key Performance Indicators:

Key Result Area	Activities
Service Delivery	<p>Project Establishment:</p> <ul style="list-style-type: none"> Develop and implement a sound project plan Develop a communication and engagement strategy with the 6 funded ACCOs Develop an evaluation strategy <p>Coordination:</p> <ul style="list-style-type: none"> Coordinate regular opportunities for, and contribute to, information exchange and networking for ACCOs funded through the RT initiative – for example forums or a Community of Practice. Work closely with the 6 funded ACCOs to support their efforts in achieving the Rainbow Tick Identify any significant cultural barriers involved in the accreditation process and work with FSV and accreditation company to ensure this is fed back. Develop and/or adapt existing targeted resources for clients and service providers, including best practice guidance for working with the target group



	<p>Provision of advice:</p> <ul style="list-style-type: none">• Consult on the content for the all staff training component of Rainbow Tick and the Aboriginal How2 program• Provide advice on developing strategies that improve access and service provision to Aboriginal LGBTIQ+ people experiencing family violence.• Identify key themes and gaps and provide advice to Family Safety Victoria about LGBTIQ+ inclusivity <p>Awareness Raising:</p> <ul style="list-style-type: none">• Introduce rainbow collateral to the ACCOs and widely promote LGBTIQ+ resources and LGBTIQ+ specific services including prevention, awareness, education, inclusivity and responsiveness materials.• Promote collaboration between ACCOs and LGBTIQ+ specific services to enable collaborative case work, secondary consultation and referral pathways
Stakeholders	<ul style="list-style-type: none">• The Aboriginal Cultural Safety Guides Coordinator (VACCA) and Program to share learnings and approaches• The Aboriginal and Torres Strait Islander Project at Thorne Harbour Health• The LGBTI Inclusion Advisor, DV Victoria• Rainbow Health Victoria (Rainbow tick and How2 program designers) and QIP (accreditation provider)• LGBTIQ+ organisations working with people experiencing family violence, including W/Respect partners• Family Safety Victoria• The 6 Aboriginal Organisations that have received Rainbow Tick funding support: Elizabeth Morgan House, The Victorian Aboriginal Legal Service, The Victorian Aboriginal Child Care Agency Co-Operative, Rumbalara Aboriginal Co-Operative, Ballarat and District Aboriginal Co-Operative, Dardi Munwurro
Operations and Administration	<ul style="list-style-type: none">• Respond to general administrative enquires through telephone and email.• Create reports to provide to Family Safety Victoria every 6 months with informal updates every 2 months• Adhere to organisation requirements of document management systems and processes.• Adhere to strict privacy, confidentiality and client record standards are kept according to program expectations, as well as privacy and confidentiality laws.• Participate in regular supervision meetings.• Actively participate in team meetings, evaluation sessions, agency days, and training as scheduled.• Performance of other duties, as required.
Quality and Risk	<ul style="list-style-type: none">• Displays behaviour which reflects commitment to EMH's vision and purpose reinforces EMH's core values of community control and self-determination.• Demonstrate an understanding and application of EMH's internal policies and procedures, as well as the underpinning frameworks.



	<ul style="list-style-type: none">• Demonstrate an understanding of all relevant external legislation relating to this position and the work of EMH• Demonstrate an understanding of contractual obligations relating to this position and the work of EMH.• Report and document client critical incidents as per EMH policy and procedures and DHHS critical incident instructions.• Participate in and contribute to quality improvement programs and other activities to meet Service and Accreditation standards, as required.• Participate and contribute in OH&S activities to ensure a safe work environment for service users, community, staff and visitors.• Participate in the performance management process, as required.• Performance of other duties, as required.
Compliance	<ul style="list-style-type: none">• Contribute to maintaining appropriate standards and accreditation that relate to EMH• Contribute to maintaining the guidelines of the including meeting OH&S expectations and our service agreement• Participate in performance reviews, as required• Participate in the service quality improvement process to promote excellent service, alongside the Refuge Coordinator• Maintain confidentiality on all issues relating to EMH• Other duties as directed and consistent with the overall goals, plans and responsibilities of EMH

Key Relationships

Internal	Purpose of contact
CEO	<ul style="list-style-type: none">• Line management, coordination and direction of tasks• Supervision• Performance Reviews
Executive Management Team	<ul style="list-style-type: none">• Direction of tasks
EMH Staff	<ul style="list-style-type: none">• Communicate and work effectively within a team environment

Key Capabilities

- Adapts and responds to change and copes with challenges
- Adapts to changing circumstances and responds well to feedback
- Deals with ambiguity and can make positive use of the opportunities it presents
- Shows respect and sensitivity towards diversity
- Demonstrates self-awareness and the ability to reflect and learn
- Shows resilience and perseveres in the face of set-backs
- Takes initiative, acts with confidence and works under own direction
- Manages time effectively and prioritises competing demands appropriately
- Exercises sound judgement

Knowledge, Skill and Experience – Selection Criteria:

Essentials

1. Demonstrated ability to work collaboratively, to build trust with stakeholders and to develop strong, effective partnerships.
2. Excellent communication skills including:
 - The ability to liaise effectively with a wide range of Aboriginal and LGBTIQ+ organisations, community members and other relevant bodies
 - Excellent written skills, including resource development
 - Facilitation and presentation skills
3. Ability to support agency capacity building and organisational change and work effectively to improve organisational practice and collaboration and distil best practice
4. Excellent project management and leadership skills including project development, implementation, resource management, evaluation and the ability to lead others
5. A demonstrated knowledge of and understanding of the issues facing Aboriginal LGBTIQ+ peoples and the systemic barriers to accessing support
6. A demonstrated ability to work effectively as part of a team
7. Due to the nature of this role, applicants who identify as Aboriginal and LGBTIA+ will be prioritised
8. Ability to obtain a Working with Children's Check

Desirable

- Experience working with or within Aboriginal Community Controlled Organisations
- Experience working with people from LGBTIQ+ communities
- Experience working within the family violence sector
- Current Drivers licence and ability for some travel and overnight stays

Organisational Statements

Child Safety

EMH is committed to protecting the rights of children in all areas of our work. EMH reserves the right to conduct police checks and other screening procedures to ensure a child-safe environment.

Gender, Diversity and Inclusion

EMH respects and values diversity and does not discriminate on the basis of race, sex, gender identity, sexuality, ethnicity, age, disability, religion or politics. We are committed to embedding gender equality, diversity and inclusion throughout our organisational practices and in the programs we deliver. This commitment is reflected in all of our processes and policies, including recruitment and selection.

Ongoing Service Development

This position description is a general outline of duties, responsibilities and requirements of the role. It is not an exhaustive list and from time to time EMH may review and amend the position description to meet organisational needs. Employees may be required to perform other duties that are within the scope of their competencies and skills.