



**Mullum Mullum**  
Indigenous Gathering Place

# **APPLICATION PACK**

*Aboriginal Planned Activities*  
*Group/Social Support Co-Ordinator*

**Applications strictly close: Midnight on 31 January 2020**



**Mullum Mullum Indigenous Gathering Place Ltd**

## **MULLUM MULLUM INDIGENOUS GATHERING PLACE LTD**

### **ORGANISATIONAL PROFILE**

Mullum Mullum Indigenous Gathering Place (MMIGP) is a community controlled Aboriginal organisation based on a neighbourhood house model located in the Eastern Metropolitan Region of Melbourne (EMR).

#### **MMIGP PURPOSE**

Our purpose is to provide a safe and welcoming environment for people to connect with culture, learn new skills, and contribute to community health and wellbeing.

#### **MMIGP SHARED VISION**

To be a strong, proud, culturally connected and self-determined Aboriginal community in the Eastern Metropolitan Region.

#### **MMIGP VALUES**

Our Vision reflects the following core values:

- ✓ To nurture and support families
- ✓ Offer compassion, community and hope
- ✓ To be mindful and respectful of each other
- ✓ To give and receive of each other
- ✓ To be open, transparent and accountable
- ✓ To promote and keep our culture strong
- ✓ We acknowledge cultural differences

#### **MMIGP STRATEGIES**

- ✓ REACHING – to reach Aboriginal people across the EMR and know about and engage with MMIGP.
- ✓ BELONGING – Provide a safe and welcoming space for Aboriginal people to engage with culture and activities.
- ✓ CONTRIBUTING – Deliver programs and activities that empower Aboriginal people to support the health and wellbeing of the community.
- ✓ INFLUENCING – Ensure a strong reputation for supporting the Aboriginal community in the EMR.
- ✓ THRIVING – Operate as a strong, sustainable organisation.
- ✓ LIVING – A purpose-built home for our community: for the generational journey

# APPLICATION PACK

<b>Position Title:</b>	Aboriginal Planned Activities Group/Social Support Coordinator
<b>Incumbent:</b>	Vacant position.
<b>Work Type:</b>	0.6 EFT (three day per week)
<b>Job Duration:</b>	<b>Fixed term to 30 June 2020</b>
<b>Salary:</b>	<b>Dependent on experience: SCHADS Industry Award 2010, Community Services Worker Level 3</b>
<b>Location:</b>	Ringwood / Croydon.
<b>Position reports to:</b>	Reports to Chief Executive Officer.
<b>Contact Person:</b>	Elke Smirl – Chief Executive Officer – 0457 067 923

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Thank you for your interest in applying for the position of Aboriginal Planned Activities Group/Social Support Coordinator with Mullum Mullum Indigenous Gathering Place (MMIGP). Our information package regarding the position of Access and Support Worker contains the following:

- Details regarding our selection process and key policy areas
- A position description
- An application form

Additional information about our organisation, including organisational vision, services and objectives can be found on our website [www.mmigp.org.au](http://www.mmigp.org.au). Please do not hesitate to contact us should you have any further queries in relation to your application.

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## SELECTION ON MERIT

All appointments to MMIGP are based on merit. This means that each applicant is assessed on merit against the knowledge, skills, abilities, experience, qualifications and standard of work performance identified in the job advertisement and position description.

The applicant, who demonstrates the most merit against these criteria in their application and at interview, is recommended for the position.

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## THE APPLICATION

The job advertisement outlines the responsibilities, location and selection criteria of the position. It also addresses the types of knowledge, skills, abilities and experience that are required to perform the duties of the position. The advertisement also gives a brief description of the job, the name of the contact person, an address and a closing date for applications.

Your application must address the key criteria indicated in the Position Description to be considered for an interview. If you do not meet all the essential requirements specified in the advertisement or cannot clearly demonstrate that you meet the key criteria requirements, it is unlikely that you will be considered for the position.

It is your responsibility to convince the selection committee that you are the best candidate for the position. As the selection of candidates for interview is based solely on the information provided in the application, you must ensure that the information you provide is sufficient for the selection committee to assess the strength of your application.

The enquiries contact named in the job advertisement can provide further information about the position and assist in your decision whether to apply. **Applications close strictly at Midnight on 31 January 2020.**

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### **THE SELECTION PANEL**

The selection panel is responsible for selecting the best suited candidate for the position. The selection is based on merit and the selected candidate will best satisfy the selection criteria. The selection committee must base its decision on material presented by the applicants in writing, at interview, and from referees. Interview candidates will be advised of the composition of the panel prior to interview.

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### **MMIGP COMMUNITY ENGAGEMENT POLICY**

MMIGP is committed to the safety and protection of community in our programs and activities. As part of our policy regarding this, prospective applicants will need to give permission for the organisation to conduct a Police History Check and Working with Children Check. Applicants are also asked to agree to provide information about any outstanding charges and, in the event of employment, agree to advise of any charges referred throughout the period of employment.

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### **PROFESSIONAL AND ETHICAL CONDUCT**

MMIGP has a responsibility to its Community Members, and stakeholders to ensure the professional and ethical conduct of its employees. As such it is important that prospective applicants understand the core values of our Code of Conduct policy as the standard of conduct required. These core values are:

- Treat all the people that we come in to contact with respect and dignity
- Uphold the law, respect community standards, and act accordingly
- Use MMIGP property responsible and in the best interests of MMIGP and its reputation, and
- Accept that we are responsible for our actions and accountable for the consequences.

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### **EQUAL EMPLOYMENT OPPORTUNITY**

MMIGP is committed to Equal Employment Opportunity (EEO) and providing a working environment free from discrimination, intimidation, victimisation and harassment (direct or indirect). MMIGP applies EEO principles to all recruitment and selection activities.

MMIGP strongly encourages people of Aboriginal and Torres Strait Islander background or people with disability to apply for the position. Applicants who have a disability are encouraged to complete

a reasonable adjustment request if they require adaptation to the workplace or role in order to accommodate a disability

MMIGP via its EEO and Anti-Discrimination Policy aims to create an environment where all workers are valued and respected and have opportunities to develop their full potential and pursue a career path of their choice.

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#### **OCCUPATIONAL HEALTH AND SAFETY**

MMIGP is committed to providing a safe and healthy working environment. The organisation believes that all illnesses and injuries can be prevented and supports early intervention in the rehabilitation process. The organisation will adhere to all relevant laws and regulations regarding safety and implement a comprehensive Occupational Health & Safety Program focused upon consultation and continuous improvement.

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#### **Please Note:**

**The successful applicant must have eligibility to work in Australia.**

**Current First Aid Certificate or willingness to obtain one within 3 months of employment.**

**All positions within MMIGP will be required to undergo probity checks including Police record checks and working with children check. If offered the position you will not be able to commence employment until your Working With children's check has been approved and Police record check is cleared.**



**MULLUM MULLUM INDIGENOUS GATHERING PLACE LTD**  
**21 125 609 805**

### **POSITION DESCRIPTION**

**TITLE:** Aboriginal Planned Activities Group/Social Support Co-ordinator

**TENURE:** 0.6 EFT (three-day week) (subject to three-month probationary period)  
Fixed term to end of 30 June 2020

**SALARY RANGE:** Dependent on experience - SCHADS Industry Award 2010  
Community Services Worker Level 3

**Aboriginal and Torres Strait Islander people are strongly encouraged to apply.**

**Position reports to:** Chief Executive Officer  
Mullum Mullum Indigenous Gathering Place Ltd

**Closing date:** Midnight – Friday 31st January 2020

### **1. POSITION OBJECTIVE**

Mullum Mullum Indigenous Gathering Place (MMIGP) is a strong, proud, culturally connected and self-determined Aboriginal Community in the Eastern Metropolitan Region (EMR). Our purpose is to provide a safe and welcoming environment for people to connect with culture, learn new skills and contribute to community health and wellbeing. The objective of this position is to ensure the culturally appropriate provision of a range of planned activities designed to engage Aboriginal HACC Eligible clients living in the EMR of Melbourne.

### **2. SUPERVISED BY**

Chief Executive Officer (CEO), MMIGP.

### **3. RESPONSIBILITIES AND DUTIES**

1. Maintain cultural sensitivity and respect for all community, service providers and partner organisations.
2. In partnership with Aboriginal HACC PYP and CHSP Eligible clients of the EMR and the CEO plan a range of culturally responsive activities that cater for the group and individual needs.
3. Ensure that Aboriginal HACC Eligible clients of the EMR are involved in the planning and evaluation of activities.
4. Develop and implement activity planning meetings.
5. Provide and arrange transport for Aboriginal HACC Eligible clients of the EMR to attend activities.
6. Maintain a safe and healthy environment for Aboriginal HACC Eligible clients of the EMR during planned activities.

7. Ensure relevant reports and data set are met in accordance with government funding requirements.
8. Ensure appropriate referral of Aboriginal Eligible (CHSP and HACC PYP) clients to other services and programs offered by MMIGP and other local providers.
9. Support the development and/or review of care plans; and collect feedback from clients that will assist identifying additional support they may need.
10. Undertake other duties related to this position as directed by the Chief Executive Officer.

**In addition to the above; shall comply with specific OHS accountabilities and responsibilities as detailed within the Mullum Mullum Indigenous Gathering Place OHS Policy and Procedures.**

#### **4. KEY SELECTION CRITERIA**

1. Demonstrated understanding of Victorian Aboriginal community and heritage and the ability to communicate effectively with Aboriginal people.
2. Understanding of the specific cultural and historical issues that impact on Aboriginal clients engaging with the social service sector.
3. Sound knowledge of Aboriginal community, especially Elders and Aboriginal HACC PYP and CHSP Eligible clients in the EMR.
4. Comfortable having conversations with Aboriginal elders and people living with a disability and an ability to understand what is important to them.
5. Sound communication skills both written and verbal with the ability to relate to a wide range of stakeholders.
6. Sound administration skills and skills in Microsoft office programs (MS Word, Excel, Power point, Access), including Outlook.
7. Ability to work as a part of a team and to accept supervision.
8. Understanding of agencies that can assist Aboriginal Elders and Aboriginal HACC PYP and CHSP Eligible clients.
9. Experience and skills in providing social support and planned activities for aged and/or disabled Aboriginal clients.
10. Ability to write basic reports and enter data required to fulfill funding obligations in a comprehensive and timely manner.
11. Demonstrated ability to undertake comprehensive assessment and assist in the development of individual care plans based on assessed needs and client goals, within the HACC framework.
12. Current food handling certificate or ability to obtain one.
13. Demonstrated knowledge of relevant legislation and health models as it intersects with PAG responsibilities.
14. Relevant Qualifications (i.e. PCA, HACC Service Coordination) or other relevant Tertiary qualification.
15. Relevant training and/or experience in aged and/or disability services for Aboriginal clients.

#### **5. OTHER REQUIREMENTS**

It is a mandatory requirement that all successful applicants will be required to undertake a satisfactory Police check, possess a Working with Children's check and hold a current Victorian driver's licence.

Applications for this position must include the following:

1. Written cover letter that outlines your suitability for the position.
2. Resume outlining educational and employment background, which includes at least 3 work referees.
3. A detailed response to the Key Selection Criteria.
4. Copies of any relevant certificates or qualifications. Do not send originals as MMIGP will not take responsibility for any loss of documents. It is recommended that originals be brought to your interview.

**APPLICANTS MUST ADDRESS THE SELECTION CRITERIA ABOVE.**

Applications must be marked ***Private & Confidential*** and addressed to:

**Chief Executive Officer  
Mullum Mullum Indigenous Gathering Place  
3 Croydon Way  
Croydon VIC 3136**

Applications may be emailed to [ceo@mmigp.com.au](mailto:ceo@mmigp.com.au) or posted through Australia Post

**Applications strictly close: Midnight on 31 January 2020**

Further information or questions concerning this position can be directed to  
Chief Executive Officer, Mullum Mullum Indigenous Gathering Place  
**Ph: 0457 067 923** or email: [ceo@mmigp.com.au](mailto:ceo@mmigp.com.au)





**Mullum Mullum**  
Indigenous Gathering Place

## Application for Employment

Full Name:

Address:

Contact Number:

Email Address:

Date of Birth (if under 18):

Are you an Australian permanent resident or citizen?  Yes  No

Position Applied For: **Aboriginal Planned Activities Group/Social Support Coordinator**

Employment Type:  Part time  Full time   
Casual

Where did you see the position advertised?

Professional Referees: Referee 1 Referee 2 Referee 3

Name:

Organisation:

Phone number:

Email address:

I understand that MMIGP may wish to contact my referees and I authorise them to do so  Yes  No

Do you identify as being of Aboriginal or Torres Strait Islander descent?  Yes  No

Do you identify as having a disability? If you answered yes, please provide details of any adjustments you believe you require during the recruitment process or if you are successful in the position.  Yes  No

I am willing to undergo a Working with Children Check and a National Police Record Check and provide 100 points of identification.  Yes  No

NB: MMIGP has a Duty of Care responsibility to Service Users, Staff and Volunteers. The following question relate to this Duty of Care responsibility. Do you have, or have you had, any medical, including physical condition, injury or psychiatric condition which may affect your capacity to carry out the inherent requirements of the position being applied for, or if by carrying out the duties of the position your medical condition or health could be adversely affected? (You have a duty of disclosure to answer this question correctly, and failure to do so could negate any application you make for workers compensation, and/or, could result in your termination for non-disclosure.)

Yes  No

If YES, please give full details:

This certifies that to the best of my knowledge, that the information given in this application form is correct.

I understand that providing false or misleading information on this form could negate any application made for workers compensation and/or could lead to termination.

I understand that any appointment would include a probationary period and my employment could be terminated during the probationary period without notice.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please attach your Resume to the end of  
this application.**

**Thank you for your application**