JOB DESCRIPTION

Job Title	Cultural Practice Lead
Department	Child and Family Services & Out of Home Care
Responsible to	State/Territory Director
Responsible for (if applicable)	N/A

Overall Purpose/Aim:
To lead the cultural responsiveness, cultural awareness, and the provision of cultural safety for the First Nations children and young people accessing KAA services within the jurisdictional area. The aim of this role is to promote the wellbeing of vulnerable First Nations children and young people by culturally supporting and building the capacity of those adults responsible for their care.

The Cultural Practice Lead will work alongside the Jurisdictional Leadership team, lead sector partnerships and engagement, participate in case consultation, attend case conferencing, and participate in operational governance arrangements.

CORE TASKS AND RESPONSIBILTIES

- Possess a strong understanding of First Nations culture and advocate for children, young people, and carers.
- Take a lead role in driving best practice in the provision of culturally responsive services to First Nations children and young people.
- Contribute to the development and implementation of the strategic and operational planning, with reference to designing and developing services and business opportunities that are culturally responsive and culturally appropriate.
- Assist in ensuring all Key Assets policies and procedures and other documentation in respect of the placement of children or the provision of support and services, are culturally appropriate.
- Establish alliances and partnerships with Aboriginal Community Controlled Organisations (ACCO's).
- Take a lead role in supporting the transfer of First Nations children and young people to ACCO's in line with the regulator/funder's Aboriginal Out-of-Home Care Transition project timeline and/or requirements.
- Network with the First Nations community, raising the profile of and forging working relationships of mutual benefit.
- Plan, co-ordinate and deliver cultural awareness training for staff and caregivers.
- Facilitate monthly Knowledge Circle information sessions for staff to learn and expand their knowledge around practice when working with First Nations people and provide a forum for group discussion.
- Work with Social Workers, Support Workers, Youth Workers, Case Workers, Case Managers and caregivers to develop skills and knowledge in cultural responsiveness, via consultation, joint work, and modelling.

- Provide formal and informal consultation to frontline team members, leaders, and caregivers in implementing services for First Nations children and young people.
- Contribute to multi-disciplinary case discussion and reflection.
- Work with caregivers, frontline team members and leaders in the matching of children to appropriate caregivers; Transition Planning; and preparation for placement of First Nations children and young people.
- Work directly with children and young people as required.
- Take responsibility for maintaining the cultural resources, both online and in hard copy.
- Provide consultation regarding, and participate as required, in the assessment of prospective carers.
- Be a panel member on the jurisdictional Foster Carer Accreditation Panel as required.
- Participate in team meetings and other meetings within Key Assets and externally as required.
- Maintain comprehensive records using the organisation's data recording systems.
- Lead and/or contribute to policy development and service improvement initiatives across the service in conjunction with the Operations Manager, Assistant Director, and State/Territory Director.

Cultural Practice Collective

- Hold cultural portfolios and act as a key representative across internal and external working groups, partnerships, and advisory forums.
- Provide leadership in two-way governance, ensuring decisions, frameworks, and strategies reflect both cultural authority and organisational accountability.
- Provide guidance and leadership to ensure practice aligns with the Aboriginal and Torres Strait Islander Child Placement Principles and relevant state and territory legislation.
- Support the development, delivery, and monitoring of the Stretch Reconciliation Action Plan (RAP) in partnership with the RAP Working Group and Reconciliation Australia.
- Support the development of practical tools, resources, and templates such as Key Assets Cultural Plans to support staff, carers, and leaders in embedding culture in everyday practice.
- Support and advise on Aboriginal and Torres Strait Islander perspectives, knowledge, and voices to help influence Key Assets' policies, practice guides, and procedures to strengthen culturally responsive practice.

The role will involve frequent travel across Australian States and Territories, including overnight stays away from home.

Additional Duties

- The post holder will be expected to demonstrate the Key Assets' purpose and values.

- The post holder will be expected to undertake any training and development deemed necessary for the pursuance of the post.
- The post holder will be expected to reach a minimum basic standard of I.T. competence to be able to use Company electronic systems effectively
- The post holder will be expected to ensure compliance with Equal Opportunities Policy and Procedure in all employment practices.
- The post holder will be expected to work in a manner which is inclusive of all employees and stakeholders, which includes Aboriginal and Torres Strait Islander's, people who identify as LGBTIQA+, people of all ages, people with disability and those from culturally and linguistically diverse backgrounds.
- The post holder will be expected to comply with the no smoking policy in place and ensure that Health and Safety is observed in the course of employment.
- Ensuring compliance with safeguarding procedures, throughout all work within the Company, keeping Senior Management informed of work in progress and inform Senior Management immediately of any child protection matter or serious complaint.

It is the nature of work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises where tasks are not specifically covered in the Job Description and have to be undertaken.

PERSON SPECIFICATION
Cultural Practice Lead

Note to Applicant: When completing your application form you should demonstrate the extent to which you have the necessary education, experience, knowledge, and skills identified for the post.

Key:
Assessed by Application Form: **A**
Assessed at Interview: **I**
Assessed by Test/ Exercise (if applicable) **T**
Assessed by Documentary Evidence **D**

	Essential/ Desirable	Shortlisted Criteria	A	I	T	D
Education/ Qualifications						
• Social Work Qualification – If qualification is from overseas then proof of validation by the AASW is required. Qualification/s in Psychology, Counselling, Behavioural Science, or other relevant degree may be considered	Desirable		✓	✓		
Experience/ Training						
• Substantial experience working directly with caregivers and the children placed with them or with a family focussed counselling or support service	Essential	✓	✓	✓		
• Experience working within a child protection/out-of-home care context	Essential	✓	✓	✓		
• Experience of working in people's homes or in an outreach service	Essential	✓	✓	✓		
• Experience working with First Nation People	Essential	✓	✓	✓		
• A proven ability to produce a high standard of report writing	Essential	✓	✓	✓		
• Experience developing and facilitating training and/or information sessions	Essential	✓	✓	✓		
Knowledge						
• A comprehensive working knowledge of relevant legislation pertaining to children's services as well as publications which inform current thinking regarding good practice and the Safeguarding of children	Essential	✓		✓		
• A comprehensive knowledge of all policies and procedures in relation to Safeguarding children and how they can apply in different jurisdictions across Australia	Essential			✓		
• Hold a strong knowledge of the First Nation culture	Essential	✓	✓	✓		
Personal Qualities						
• Ability to communicate simply and effectively, both verbal and written, with a diverse staff group at all levels, recognising potential language barriers and cultural differences	Essential	✓	✓	✓		
• Tenacious, diligent, and resilient with the ability to adopt a creative approach to problem solving in a fast-paced environment	Essential		✓	✓		

	Essential/ Desirable	Shortlisted Criteria	A	I	T	D
• To be able to evidence an understanding of the use of IT and electronic communications including Microsoft Office Applications; Word, Excel, Access, Visio and email	Essential	✓	✓	✓		
• Keen eye for detail and ability to work with several different terms, conditions and processes simultaneously	Essential	✓	✓	✓		
• Ability to think quickly and act appropriately to business need	Essential		✓	✓		
• Ability to work respectfully in partnership with internal and external departments, agents/consultants, and training providers	Essential			✓		
• Ability to work on own initiative and work as part of a wider international support team	Essential		✓	✓		
• Demonstrate initiative and creativity and work to quality standards	Essential			✓		
• Self-starter with the ability to work with a degree of autonomy, in a creative manner, within Company policies and procedures	Essential	✓		✓		
• Reliability, flexibility, and dependability	Essential			✓		
• Ability to create a positive working environment where people can reach their potential	Essential			✓		
• Ability to maintain confidentiality	Essential	✓	✓	✓		
• Ability to work under pressure and handle changing priorities	Essential		✓	✓		
• Ability to work with others in remote locations	Essential		✓	✓		
Miscellaneous						
• A commitment to Equal Opportunities and WH&S in all work practices	Essential		✓	✓		
• A comprehensive working knowledge of all relevant legislation pertaining to children's services as well as publications which inform current thinking regarding best practice and the Safeguarding of children	Essential		✓	✓		
• A commitment to diversity and social inclusion which includes Aboriginal and Torres Strait Islander's, people who identify as LGBTI, people of all ages, people with disability and those from culturally and linguistically diverse backgrounds	Essential		✓	✓		
• A commitment to providing a professional and quality service	Essential			✓		
• Ability and willingness to travel extensively, including occasional nights away, may be required within throughout Australia	Essential			✓		
• Ability and willingness to work flexibly including, early morning and evening work as necessary to accommodate time zones	Essential			✓		
• Must possess a full current driving license relevant to the state this role is based	Essential	✓	✓			✓
• To be confident dealing with people in sometimes stressful/ difficult situations or remotely	Essential			✓		
• Willingness to undertake relevant statutory and personal reference checks	Essential			✓		
• Be prepared to seek advice where necessary	Essential			✓		

Key Assets makes use of the National Federal Police Criminal Records and local State and Territory Working with Children checking services, which facilitates the checking of individuals' criminal records by employers where such individuals are to occupy 'positions of trust'. You may be required to consent to and apply for disclosures at regular intervals during your employment in this post and any offer of employment is provisional and conditional on the satisfactory outcome of the check. This is because this role involves access to sensitive data.

Signed by Job Holder:	
Full Name:	
Date:	