



## POSITION DESCRIPTION

<b>Position title:</b>	Community Language Coordinator
<b>Status:</b>	Permanent Part Time 0.8
<b>Location:</b>	Circular Head
<b>Classification level:</b>	
<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award 2010
<b>Reporting to:</b>	Communications & Engagement Manager
<b>Date Approved:</b>	May 2025

### Position Objective

The importance of Aboriginal and Torres Strait Islander (ATSI) community and cultural inclusiveness is to be in the forefront of decision making in the daily operations of the program.

The incumbent must ensure the CHAC values, vision and mission is imbedded throughout their work.

The role is to embed, implement and foster local language into the community.

### Level of Responsibility

The incumbent will work under general direction of the Communications & Engagement Manager (Language Project Manager).

The incumbent is responsible to ensure that the Northwest Language Revitalisation Project meets its KPIs together with the Language Project Manager.

The incumbent will work closely with the community to empower the regular use of local language within our community. They will foster connections and work with confidence with all levels of community to teach and embed language.

The incumbent will work broadly with linguists to develop a general understanding of the field in so far to work effectively and clearly with community.

### Roles and Responsibilities

- To work with the Language Project Manager to develop a plan to meet the objectives of the Northwest Language Revitalisation Project in accordance with the KPIs.
- To work alongside the Community Language Committee to develop policy and procedures for community adoption of local language.
- To work alongside community to implement and embed language into community.
- To design and develop varied resources to assist with engagement and adoption of local language.

- To work within local schools and childcare centres to teach language alongside the Culture Manager.
- To co-host Community Workshops to teach language to our Elders and broader Community.
- Empower staff to adopt and embed language into their programs.
- Work with local teachers to develop learning packages.
- Collaborate with linguists to develop a general understanding of the field to enhance usability and retention within the community.
- Work with the Project Manager to Develop a user guide/community toolkit for the dictionary.
- Work with the broader community and governments for general community support and adoption.

### **Other Responsibilities**

- Attend interstate conferences and personal development opportunities when required.
- Promote the local language, both internal within the organisation, and external to businesses and the wider community;
- Demonstrate and promote CHAC's vision and mission within the organisation and to external community when occasion arises;
- Comply with CHAC's policies and guidelines;
- Be abreast of Workplace Health & Safety requirements under the Act and keep own health & safety safeguards and monitor play group activities to remain safe and compliant;
- Maintain an active awareness of risk management issues and practices concerning the workplace and within the role that could cause concern, embarrassment or liability to CHAC;
- Ensure you understand and display the requirements of the Privacy and Confidentiality policy;
- Actively participate in continuous improvement through change initiatives and identification of improvements in the delivery of the program;
- Keep abreast of personal development opportunities;
- Collaborate with others to achieve common goals for CHAC;
- Any other duties as required by the General Manager within your competency.

### **Performance Targets and Indicators**

Performance targets and indicators are in accordance with the KPIs and work plan of the Northwest Language Revitalisation Project.

### **Selection Criteria - Qualifications, Skills and Experience**

- Understand Aboriginal societies and culture and the issues affecting these people in contemporary Australian society and the diversity of circumstances of Indigenous people;
- A strong passion for community empowerment;
- Ability to work confidently with a wide range of people of varying ages, etc.;
- Display a high standard of ethics and attitude of discretion and integrity to inspire trust and confidence and have a mature pleasant disposition;
- Be motivated and have ability to co-operate with other staff in a team environment;

- Ability to work co-operatively with professionals in other related agencies;
- Time management skills and the ability to develop, maintain and monitor own work program to meet deadlines;
- Proactively utilise initiative, innovation and commitment to continuous improvement;
- High level of verbal and written communication skills along with proficiency in varied computer programs;
- Demonstrate a sound understanding of WH&S Act 2012 and take reasonable care for your own health and safety and ensure that an act or omission that you do does not adversely affect the health and safety of other persons;
- Fully completed COVID-19 vaccination;
- Current unrestricted driver's licence, police check and WWVP clearance are a definite requirement;

## Acceptance

### The Employee

#### Acceptance of Responsibilities

I have read the requirements and responsibilities outlined in this position description, CHAC's Code of Conduct and Employment Terms and Conditions and agree to meet and adhere to these and have my employment monitored and evaluated in relation to my performance in the role as detailed throughout this document.

I further acknowledge that my duties may be varied from time to time.

Name:

Signature:

Position: ..... Date: .....