



Position Description

Tuckerbag Coordinator

Location: 1a Badger Creek Rd, Healesville

Reports to: Oonah Program Manager

Oonah Health & Community Services Aboriginal Corporation

BACKGROUND

Oonah Health and Community Services Aboriginal Corporation is the primary source of knowledge regarding the health and well-being priorities of the Aboriginal community in the Eastern Region of Melbourne.

Working since 2009 to establish a Belonging Place in Healesville, in line with Community's vision of a "One stop shop" to access all services Oonah is now an Aboriginal Controlled Health Organisation with a solid foundation of systems, policies and frameworks which support the successful delivery of programs and services.

Yarra Ranges has the highest number of Indigenous people in the Eastern Metropolitan Region. The majority of which reside in Healesville. Healesville's Indigenous Community experiences a higher level of disadvantage than non-Indigenous residents. This disadvantage relates to determinants of health such as employment, health, transport, housing and education.

To respond to the disadvantage Oonah's vision is "A healthy, strong and skilled Aboriginal and Torres Strait Islander Community acknowledging the diversity in Melbourne's OuterEast". The strategy is delivered through programs and services based on the 4 pillars of cultural strengthening – health, education, community and employment.

Each program is based on improving the health, wellbeing, cultural strengthening and empowerment of the local Aboriginal Community and covers specific needs from early childhood to adulthood.

To deliver these programs and services Oonah works with a range of partner organisations and negotiates priority referral pathways for Aboriginal clients. This approach enables Oonah to continually expand and grow services to Community.

Oonah has been running a Food Security Program (Tuckerbag) since 2015. This is a vital service to Community as Oonah are one of only two food security services in the area so demand is high.

The lesser health status of the Indigenous community is well documented and nutrition is one of the underpinning factors. We recognise the importance of improving a person's diet by supplying fresh food but it is hoped that knowledge and experience of nutritious fresh food will encourage an improvement in eating habits. If the young can be educated and become accustomed to eating well this may improve their health status.

Tuckerbag also enables Oonah to engage with Community, often becoming a first point of contact into other health and wellbeing services eg. Alcohol and other Drug and Social and Emotional Wellbeing Support.

As part of our Reconciliation model Tuckerbag is available to all members of the Community who are in need – no one is turned away.

POSITION SUMMARY/OBJECTIVES

The Tuckerbag Coordinator will use an inclusive, non-judgmental approach to coordinating the Tuckerbag program providing a welcoming approach to all people accessing the program.

The Tuckerbag Coordinator is responsible for delivering the Tuckerbag program including ordering and collection of food, coordination of stocktake, storage and quality control of fresh food and packaged items and supporting and coordinating volunteers.

In addition, the Coordinator will work with other organisations (Secondbite, FoodBank, Coles, Aldi etc) to maintain and expand the program and range of food and other products available within the Program.

POSITION RESPONSIBILITIES

Key Responsibilities

Coordinating the Tuckerbag program to ensure quality delivery of the Program including:

- Providing a welcoming and empathic approach to everyone seeking assistance.
- Ordering of food supplies, recording food inventory.
- Liaise with partner organisations ie Secondbite, FoodBank, Coles, Aldi etc.
- Collection of purchased or donated food supplies
- Review of donated foods and removal of spoilage
- Coordinating bookings for collection of food
- Overseeing the packaging of food parcels and care packages
- Coordinating volunteers and staff to support the operations of the Program.
- Manage food inventory within the freezers, fridges and food pantry.
- Lead the distribution of food / food parcels at the Belonging Place, using COVID safe practices and working within Oonah's workplace health & safety framework.
- Keep updated records of Community attendance.
- Coordinate volunteers to support the Tuckerbag program including ensuring all volunteers have a clearly defined role upon commencement and a clear understanding of their role.

- Support Tuckerbag and other Oonah program and services promotional activities and distribute promotional material as required.
- Provide volunteers with regular training, assessment and guidance necessary to carry out their responsibilities safely including but not limited to informing them of all legal, Workplace Health and Safety and transport regulations.
- Encourage volunteers to identify unsafe activities and areas, including ideas for improving safety standards.
- Ensure that information on safety issues are regularly communicated to volunteers and volunteer drivers
- Perform recording and administrative duties as required.

REQUIRED EXPERIENCE, SKILLS AND COMPETENCIES

- Demonstrated commitment to the care and support of Aboriginal Community
- Customer focused approach
- Sound time management, planning, and organisational skills to meet the demands of the busy position
- Strong interpersonal, verbal and written communication skills
- Demonstrated networking and relationship management skills
- Demonstrated capacity to work both autonomously with limited support and as a team member
- Demonstrated ability to consult and collaborate
- Demonstrated understanding of continuous improvement, client safety and risk management principles
- Demonstrated sound organisational and administrative skills, including the ability to prepare submissions and reports
- Demonstrated competency in using databases, Microsoft Office programs and communication tools, such as social and other emerging media

Must have:

- Minimum Food Safety Supervisor qualifications / experience or ability to upgrade current Food Safety Certificate.
- 2+ years' experience working within a food based service
- Current Working With Children's Check or commitment to complete
- Current First Aid Certificate or commitment to complete
- Experience working with Aboriginal and/or Torres Strait Islander Communities

General Conditions

All Oonah Board members, staff and volunteers are required to:

- Model the Oonah values of Respect, Caring & Sharing
- Act at all times in accordance with the Oonah Code of Conduct
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 3 years thereafter
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and people experiencing vulnerability and to comply with relevant state legislative requirements
- Ensure that all program initiatives operate in accordance with the Oonah Protecting Children policy and other core policy and legislative frameworks
- Ensure budgets are met by monitoring program budgets and managing program costs/expenses

Part time 3 days per week Wednesday to Friday not negotiable. Salary \$866.50 per week plus 9.5% superannuation

Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply. Applicants must address the selection criteria contained in the position description.

Email to admin@oonah.org.au. Applications close 4 December 2020