

Position Description

The Position Description forms a part of an integrated planning process to ensure that individual performances align with the strategies and community directions of ASG. The Position Description also provides the basis on which selection criteria for the position are determined.

GENERAL DESCRIPTION

Position:	Cultural Liaison / Cultural Lead for Universal Aftercare SA	Location	Adelaide and regional travel as required
Reports to:	Programs Manager	Salary	SCHADS L5 / 0.4FTE

PURPOSE STATEMENT

Aboriginal Sobriety Group Indigenous Corporation (ASG) is a community-controlled organisation providing culturally safe, holistic support services for Aboriginal individuals, families, and communities across South Australia. The Cultural Liaison plays a key role in upholding ASG's commitment to cultural safety, connection, healing, empowerment, and community leadership.

ROLE PURPOSE

The Program Manager will be responsible for the overall management and implementation of The Cultural Liaison / Cultural Lead provides expert cultural knowledge, guidance, and support to ensure the Universal Aftercare SA service delivers culturally safe, trauma-informed and community-led care for Aboriginal and Torres Strait Islander peoples.

This role strengthens cultural governance, supports Mission Australia's staff through training and consultation, enhances community engagement, and contributes to system-level cultural safety improvements, aligned with the CSAPHN Universal Aftercare contract and Aboriginal community expectations

ESSENTIAL DUTIES AND RESPONSIBILITIES

Function	Key Responsibilities	Key Performance Indicators
Cultural Practice & Client Support	<p>Provide cultural guidance to Mission Australia UASA staff regarding culturally safe engagement, communication, and planning.</p> <p>Provide cultural input into complex cases when requested, including review of Safety Plans and Care Plans.</p> <p>Review resources, forms, and program materials for cultural appropriateness and suitability.</p>	<p>Delivery of 1+ cultural consultation per month.</p> <p>Completion of 100% cultural competency and subcontractor training requirements</p>

	<p>Ensure practice recommendations align with ASG cultural governance, the Cultural Safety Framework, and local community expectations.</p> <p>Review cultural suitability of resources, forms, and Safety Plans</p>	
Workforce Development & Training	<p>Deliver a minimum of two (2) cultural safety training sessions per year to Mission Australia UASA staff.</p> <p>Support Mission Australia’s onboarding of new staff with cultural content, orientation, and protocols.</p> <p>Promote continuous learning through reflective practice and collaborative case discussions.</p>	<p>Delivery of minimum two (2) staff cultural training sessions annually.</p>
Community Engagement & Partnerships	<p>Build and maintain relationships with Elders, ACCHOs, community groups, and relevant Aboriginal organisations.</p> <p>Support culturally appropriate engagement pathways for Aboriginal clients referred to UASA.</p> <p>Represent ASG and contribute cultural leadership in collaborative meetings and forums.</p>	<p>Engagement with local ACCHOs, Elders, and community leaders</p>
Governance, Risk & Reporting	<p>Contribute to quarterly governance and risk meetings with Mission Australia.</p> <p>Provide updates for the Risk Register relating to cultural risk and systemic barriers.</p> <p>Prepare and submit quarterly Cultural Liaison Reports in line with subcontract requirements.</p> <p>Maintain accurate records of activities, consultations, training sessions, and community engagements.</p> <p>Work collaboratively with the Program Manager, Peer Practice Lead, and MA workforce</p> <p>Participate in supervision, reflective practice, and case discussions as appropriate</p>	<p>Quarterly contribution to Risk Register, governance meetings, and reporting cycles</p> <p>Compliance with PMHC-MDS practitioner requirements.</p>

Professional Conduct & Compliance	<p>Adhere to all ASG policies and procedures.</p> <p>Comply with Mission Australia policies that apply to subcontractors, including the Code of Conduct, WHS Policy, Enterprise Privacy Policy, Incident Management Policy, and Client Complaints Policy.</p>	<p>Support for review and continuous improvement of culturally safe practice</p>
SELECTION CRITERIA		
	Essential	Desirable
Mandatory Requirements	<p>Maintain a full, unrestricted South Australian Driver's Licence</p> <p>Ability to maintain confidentiality</p> <p>Current Working with Children Clearance</p> <p>Current Vulnerable Person Related Clearance</p> <p>Current First Aid</p> <p>Current Child Safe Environment Certificate</p>	
Experience / Knowledge	<p>Aboriginal or Torres Strait Islander person with strong cultural knowledge and lived experience.</p> <p>Demonstrated understanding of local Aboriginal communities, cultural protocols, and community expectations.</p> <p>Experience in cultural liaison, cultural practice leadership, or an equivalent advisory role.</p> <p>Strong communication and relationship-building skills across diverse stakeholders.</p> <p>Ability to provide guidance on culturally safe practice, risk, and engagement approaches.</p> <p>Ability to deliver group training and facilitate discussions on cultural safety.</p>	<p>Experience working in mental health, social and emotional wellbeing, suicide prevention, or community support settings.</p> <p>Understanding of trauma-informed and strengths-based practice.</p> <p>Familiarity with Mission Australia's Clinical & Care Governance Framework.</p>
Values & Cultural Expectations	<p>Commitment to cultural integrity, respect, truth-telling, and community-led practice.</p> <p>Uphold ASG's philosophy of healing, empowerment, harm minimisation, connection to culture, and spiritual wellbeing.</p>	

	Act as a cultural role model for UASA staff, supporting a culturally safe environment.	
Training / Qualifications		Hold or be willing to undertake fire safety training Current Mental Health First Aid Certificate

APPOINTMENT CONDITIONS

- Superannuation Employer contribution.
- Tenure in this position is subject to ongoing funding
- Appointment is subject to a satisfactory Working with Children Clearance
- Appointment is subject to a satisfactory Vulnerable Person-Related Clearance
- Current SA Driver’s Licence and willing to drive in the course of work activities.
- Conditions of employment are in accordance with the 2019 Enterprise Agreement of Aboriginal Sobriety Group Indigenous Corporation.
- ASG encourages a non-smoking environment.

Where we have concerns that your level of fitness is adversely affecting your job performance, we may require you submit to a Fitness Capacity Evaluation to ensure that neither you nor a fellow staff member nor a client are placed at risk of injury.

ASG reserves the right to request an employee to undertake a random drug and alcohol test.

Duties of the position may vary according to business needs.

Participate in development or training as required by ASG and a

Willingness to travel inter and intrastate including weekends when required for work purposes.

WORK HEALTH AND SAFETY

Follow defined work health and safety legislation and Aboriginal Sobriety Group’s policies and procedures related to the work being undertaken in order to ensure own safety and safety of others in the workplace.

CULTURE & CODE OF CONDUCT

Aboriginal Sobriety Group Indigenous Corporation our goal of being client focused can only be maintained and enhanced with your assistance, and in joining our team, you share our commitment to providing the best service to our community. For this to be achieved, your ideas, suggestions, and initiative are encouraged as we strive to improve the way we do things.

Within the facility, we act with integrity and professionalism, in our dealings with each other and our clients. We have a commitment to ongoing professional development and to foster an environment where everyone’s contributions are valued. Our work ethics centre on taking responsibility for decisions, pride in our work, sharing knowledge, and expertise with others, and a willingness to contribute to the resolution of issues in a collaborative manner.

EQUAL EMPLOYMENT OPPORTUNITY

Responsibility Statement

Contribute to the maintenance of a healthy, safe and equitable working environment by maintaining knowledge of and adhering to the principles and standards of Equal Employment Opportunity legislation that ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying and harassment.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements for the job.

Duties and responsibilities for this position should not be considered definitive.

Duties may be added, deleted or modified, in consultation as necessary.

Employer Signature:

Date:

Print name:

Employee Signature

Date

Print name: