



Position Description

POSITION TITLE:	Senior Project Officer (identified position)
LOCATION:	SAHMRI – North Terrace
REPORTS TO:	Care and Connect, Program Coordinator
DEPARTMENT:	Aboriginal Communities and Families Health Research Alliance (ACRA), SAHMRI Woman and Kids

PURPOSE AND SCOPE OF THE POSITION

SAHMRI is located on the lands of the Kaurna people, the Traditional Custodians of Adelaide and the greater Adelaide region. We acknowledge and pay respect to the Traditional Custodians across South Australia.

The **Aboriginal Communities and Families Health Research Alliance (ACRA)** brings together researchers, Aboriginal community members, policymakers, and service providers to facilitate community-driven, culturally respectful research that benefits Aboriginal families and communities. Working in partnership with SAHMRI's Women and Kids Theme, ACRA focuses on translating research into improved, culturally appropriate healthcare services that support the health and wellbeing of Aboriginal mothers, fathers, children, families and communities.

POSITION OVERVIEW

The Senior Project Officer plays a key role in the delivery of the newly developed Gumnut Babies program. This is the pilot phase of the Gumnut Babies Program, and this position will implement the program in two sites, followed by evaluation of the program. The Gumnut Babies program is a 16 - week parenting program specific for Aboriginal and Torres Strait mothers and their babies up to 2.5 years of age and a key support person for the mother. The Gumnut Babies Program is designed to nurture strong and healthy relationships between mothers and babies within the context of Aboriginal families, kinship systems, culture and communities, by honouring Aboriginal cultural traditions, promoting healing and empowerment, and fostering supportive relationships. The program aspires not only to strengthen the bond between mothers and infants but also empower families to thrive in all aspects of their life.



KEY RESPONSIBILITIES

The specific duties include:

- Manage day to day operations of Gumnuts Program, schedule program, check and book group locations
- Liaising with Aboriginal mothers and families throughout their engagement with the program
- Engaging program staff support people such as Elders
- Organising program site locations - local Aboriginal community organisations and Aboriginal Family Birthing Programs within local hospitals to facilitate recruitment and running of the program
- Establishing and maintaining a program Aboriginal Governance group
- Develop, and implement administrative procedures to ensure quality client service standards, identified service outputs and program outcomes are achieved
- Ensure necessary resources are available for each group – material, props, manuals, catering and transport.
- Collection and collation of data using questionnaires and yarning methods
- Evaluate the program – planning implementing and final report

Service delivery

- Promote ACRA programs and develop and maintain networks and service partnerships with other agencies and specialist organisations to position the programs for continued growth
- Provide back up support in the event of planned or unplanned support team absences from program activities
- Develop, promote, and monitor quality client service standards establishing quality control systems to ensure identified service outputs and outcomes are achieved

Support the broader SAHMRI community, by:

- Participating in special projects to continuously improve processes, tools, systems and organisation;
- Taking reasonable care to protect own health, safety and welfare at work and avoid affecting the health and safety of any other person at work;
- Participating in the implementation of the Institute's Work, Health and Safety Management System and related laws, regulations and guidelines;
- Ensuring that duties are performed in keeping with the principles outlined in SAHMRI's Vision, Mission and Values and the **Code of Conduct Policy** and the **South Australian Aboriginal Health Research Accord**.

In addition to project-specific responsibilities, the Senior Project Officer will provide professional research support across other ACRA projects and activities. This includes coordinating community engagement and consultation; assisting in the development and pre-testing of culturally appropriate activities and questionnaires; and collecting quantitative data. The role will also involve conducting interviews with Aboriginal families in metropolitan Adelaide in South Australia, and working closely with stakeholders, governance groups, and community members to ensure respectful and meaningful engagement.

The overarching goal of this work is to co-develop new models of care and connection in partnership with communities — aimed at supporting Aboriginal families to heal and thrive, while addressing and preventing intergenerational trauma. This work is grounded in cultural connectedness, spirituality, Country, and the principles of the Social and Emotional Wellbeing (SEWB) framework.



This position will be based at SAHMRI, North Terrace. There may be a requirement to travel between community organisation locations and SAHMRI sites.

SAHMRI considers that being Aboriginal or a Torres Strait Islander is a genuine occupational requirement for this position under sub-s 56(2) of the Equal Opportunity Act 1984 (SA). To be eligible to apply for this position, applicants must identify as Aboriginal or Torres Strait Islander and proof of Aboriginality will be required.

SPECIAL REQUIREMENTS

- Identify as Aboriginal or Torres Strait Islander.
- Some out of hours work may be required.
- DCSI Employment Screening and Police Checks are required.
- Some regional and local travel will be required
- SAHMRI is required to implement the [Addressing vaccine preventable disease: Occupational assessment, screening and vaccination policy](#) for SAHMRI employees carrying out work in any SA Health Facility. Immunisation Risk for this position is Category C



Person Specification

QUALIFICATIONS

- Psychology, Counselling, Narrative Therapy or Wellbeing training and groupwork

EXPERIENCE, KNOWLEDGE AND SKILLS

- Experience working with Aboriginal and Torres Strait Islander families
- Knowledge of group work practice and delivery within Aboriginal and Torres Strait Islander community organisations
- Knowledge and experience in the delivery of trauma informed therapeutic activities
- Highly developed communication, presentation and interpersonal skills to be able to relate with and liaise with a broad group of people such as; families, mothers, team members, stakeholders, community members and governance groups
- Experience utilising a strengths-based and holistic approach to service delivery and engagement with Aboriginal mothers and families
- Experience in the provision of culturally competent, inclusive, respectful service and system responses for Aboriginal and Torres Strait Islander families and communities
- High level of written and verbal communication skills, in the production of written reports and presentations for both internal stakeholders and external funders
- Some experience in the collection and collation of data using questionnaires and yarning methods
- Ability to work collaboratively with colleagues and key stakeholders in research to achieve agreed goals and objectives
- A 'can do' attitude, friendly and motivated team member
- Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People

DESIRABLE

- Knowledge of the Social and Emotional Wellbeing (SEWB) Framework for Aboriginal and Torres Strait Islander people
- Knowledge of Perinatal Infant Maternal mental health
- Ability to write adequately for example, information sheets, abstracts for conferences and review ethics applications
- Experience developing and delivering presentations using MS Power Point
- Ability or willingness to learn data analysis and writing of publications
- Competent computer literacy



- Able to demonstrate the following SAHMRI Values and Culture:
 - **Excellence** – Bold, Driven, Dynamic
 - **Innovation** – Persistent and Focused
 - **Courage** – Collaborative and Enabling
 - **Integrity** – Embrace Diversity, Demand Equity
 - **Teamwork** – Friendly, Fast, Flexible, Fun

LICENCES

- Current Driver's Licence