

## Position Description

Position Title	Cultural Educator, WA	Reporting to	Regional Manager, WA
Region	Western Australia	Date	April 2024

### Joint Colleges Training Services Pty Ltd

Joint Colleges Training Services Pty Ltd (JCTS) is a joint venture of the Australian College of Rural and Remote Medicine (ACRRM) and the Royal Australian College of General Practitioners (the RACGP). JCTS will enable RACGP and ACRRM to deliver shared GP training activities for the Colleges' respective fellowship training programs and includes the development and delivery of Aboriginal and Torres Strait Islander health strategic plans, cultural education and cultural mentorship, provide support and guidance to Aboriginal Community Controlled Health Services regarding the GP Training program and other potential areas of collaboration.

### Your Role

Reporting to the Regional Manager, the Cultural Educator plays an important role in raising and promoting Aboriginal and Torres Strait Islander cultural awareness and cultural safety in GP Training. Working as a member of a cohesive and collaborative team, you will provide region wide support and ensure a coordinated approach for the training of GP registrars in Aboriginal and Torres Strait Islander health by implementing key priority areas and strategies that support GP registrar training.

As the Cultural Educator, you will work in partnership with medical educators and operational teams of a local GP Training region to assist with the development and delivery of cultural awareness and safety training to registrars, supervisors and practice team members. This is an important role working in collaboration with and developing strong working relationships with our Aboriginal and Torres Strait Islander health program team members and the community.

Your role is impactful and diverse as you will be raising awareness and appreciation of contemporary and traditional ways of the Aboriginal and Torres Strait Islander communities in the region.

### Key Responsibilities

- Build effective working relationships with key stakeholders and provide region wide support including:
  - working in partnership with medical educators to develop, deliver and evaluate Aboriginal and Torres Strait Islander health training and cultural awareness and safety training activities for GP registrars, and other groups as appropriate
  - work collaboratively with GP Training operations team to ensure culturally safe events and activities for GP Training are delivered successfully (on time and on budget)
  - provide ongoing support and continuous improvement initiatives around resource development and collaborative projects to maximise the cultural support for GP Registrars
  - be recognised as the key contact person and resource to GP Registrars for Aboriginal and Torres Strait Islander health at the local, regional, state and national levels

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- Provide high level project development in the design and delivery by:
  - developing and delivering cultural awareness and safety training in Aboriginal health contexts
  - participating in a range of activities to promote Aboriginal and Torres Strait Islander Health Training to registrars, medical students and other individuals and groups as appropriate
  - ensure high quality and evidence based cultural education content is presented to GP registrars, GP Supervisors and other key stakeholders
- Attend and actively participate/represent JCTS on relevant stakeholder committees, forums and meetings, including Cultural Educators/Cultural Mentors network or planning meetings
- Prepare required reports in accordance with set timeframes and communicate effectively around progress, issues/barriers and support
- This position requires flexibility as there is some requirement to work outside normal working hours, including evenings and weekends.
- This position may require travel and a valid drivers' licence is required. If you are not able to drive, alternative options may be considered.
- Report against regional KPI performance targets each month
- Comply with all relevant workplace policies and procedures
- Other duties as required

## Qualifications and Experience

### Essential:

- Must be an Aboriginal person and/or Torres Strait Islander person and based in the local region
- Understanding and knowledge of community and traditional and contemporary ways of the region
- Sound knowledge of Aboriginal and Torres Strait Islander history
- Demonstrated understanding and experience in the design, delivery of cultural awareness training
- Ability to make presentations or hold small group discussions
- Excellent communication, interpersonal, customer service and organisational skills
- A commitment to working cross-functionally and collaboratively
- Well-developed sense of personal responsibility, reliable and has a grounded cultural identity
- Intermediate to advanced office computing skills including MS Office applications such as MS Word, PowerPoint, Excel, online learning management and customer relationship management systems
- Must have a driving licence and be willing to travel

### Desirable:

- Understanding of the Aboriginal Community Controlled Health Sector and the environment where GP Registrars work
- Willingness to understand General Practice Training in Aboriginal and Torres Strait Islander Health
- Experience in program development and evaluation and/or willingness to undertake training to develop these skills

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## Your Relationships

Your role requires interaction with internal and external stakeholders which may include:

### Internal:

- Joint College Training Services regional and local team members and regional cultural mentors

### External:

- RACGP and ACRRM members and employees
- RACGP shared services employees
- Non-Vocationally Registered doctors
- Australian Government Department of Health (DoH)
- Australian Government Department of Human Services (DHS)
- Aboriginal Community Controlled Community Health Services (ACCHSs)
- General practice managers and other staff
- Aboriginal Health Training Facilities (non-Aboriginal Medical Services)
- External Cultural Mentors and Cultural Educators