

Job Description



Position Title	Aboriginal Program Facilitator	Level	B
Reports to (role)	Senior Research Officer	Career Stream	Program
Team	Healing Kids, Healing Families		
Location	The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

The Aboriginal Program Facilitator will support the Healing Kids, Healing Families (HKHF) team in delivering Aboriginal-led programs and research that strengthen the social and emotional wellbeing of Aboriginal and Torres Strait Islander children, young people, and families.

A key focus of the role is facilitating an Aboriginal Parenting Program Pilot and supporting community engagement activities that promote culturally safe, family-centred approaches to wellbeing.

The Aboriginal Program Facilitator will work closely with Aboriginal and Torres Strait Islander communities, families, and stakeholders to build relationships, facilitate program activities, support community participation, provide cultural guidance to the HKHF team, and ensure all activities are informed by culturally safe practices, community priorities, and appropriate cultural protocols.

The role may also support research-related activities where relevant to program delivery and community engagement.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Community and Stakeholder Engagement	- Build and maintain respectful relationships with Aboriginal Community Controlled Organisations (ACCOs), community partners, families and other stakeholders. - Promote HKHF projects and the Aboriginal Parenting Program through community engagement activities and partnerships. - Support the recruitment and engagement of parents, families, community members and service providers in program activities, community engagement initiatives and the Aboriginal Parenting Program Plot. - Provide cultural advice and guidance to the HKHF team to support culturally safe engagement and strengthen community relationships.	- Feedback from community members (including participants and families) and other stakeholders. - Feedback from Team Leads and Senior Research Officer. - Community engagement and program activities are coordinated and completed within agreed timelines.

	- Communicate project updates and outcomes in culturally respectful and accessible formats. - Monitor community engagement activities to ensure alignment with community expectations and cultural protocols.	
Participant Recruitment and Communication	- Engage and recruit Aboriginal and Torres Strait Islander children, young people, families, community members, health professionals, and other participants for program delivery, community engagement and evaluation activities where required. - Build and maintain professional and culturally respectful relationships with participants to support ongoing engagement and retention. - Maintain regular communication with research participants, families, and Parenting Program participants to support participation and culturally safe engagement. - Ensure all participant interactions uphold organisation, ethical and cultural safety standards, including confidentiality and sensitivity. - Ensure participant wellbeing through culturally safe and trauma-informed approaches, including appropriate management of distress, referrals and safeguarding concerns where required.	- Feedback from internal & external stakeholders, including Aboriginal organisations. - Program participants feel culturally safe and supported. - Participant retention. - Quality and timeliness of delivery. 100% compliance with research activities.
Program Delivery & Project Support	- Ensure compliance with Indigenous governance requirements and the Standards for the Conduct of Aboriginal Health Research. - Assist with culturally safe community engagement and feedback activities, including yarning circles, interviews, focus groups and community consultations where required. - Support the planning, coordination and delivery of project activities, including engagement events and the Aboriginal Parenting Program Pilot. - Support program evaluation activities, including participant feedback, questionnaires and other evaluation information. - Maintain accurate and confidential participant and project records. - May support research-related activities where relevant to program evaluation and project requirements. - Provide cultural perspectives and input to support program planning, implementation and continuous improvement activities.	- Feedback from Team Leads and Senior Research Officer. 100% compliance with Indigenous project governance and ethics requirements. - Accuracy and timeliness of research activities, documentation and records.
Development and Team Membership	Establish and maintain clear lines of communication and ensure team members are informed of project progress.	Feedback from Team Leads, Senior Research Officer and team members.

	• Undertake professional development training as required for specific projects. • With support of the Team Co-Lead (Helen Milroy), contribute cultural expertise to support the cultural sensitivity of the team, including support to other Aboriginal staff. • Collaborate effectively with team members to support project outcomes and foster a respectful, inclusive work environment.	• Acknowledged as working collaboratively and effectively.
Workplace Safety	• Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. • Identify and assess workplace hazards and apply hazard controls. • Report every workplace injury, illness or near miss, no matter how insignificant they seem. • Abide by Institute policies and procedures.	• Responsibilities are embedded in work practices. • Hazards are effectively managed or reported. • Accidents and incidents are reported in a timely manner. • All applicable safety policies and procedures are sought, understood and implemented.

ESSENTIAL CRITERIA

Pursuant of Section 50(d) of the Equal Employment Opportunities Act 1984, the occupant of this position must be of Australian Aboriginal and Torres Strait Islander descent.

Qualifications:	Completion of year 12 or equivalent experience in the health sector, the community sector, or other relevant experience. Desired • Completion of Cert IV. in health care, mental health or a related field. • A Bachelor level qualification in psychology, health science, public health or a related field.
Essential Skills, Knowledge & Experience:	• Experience working with Aboriginal communities and providing information, support and engagement activities in a culturally appropriate way. • Experience facilitating yarning circles, group discussions, parenting programs, workshops or other community engagement activities with Aboriginal community members and/or service providers. • Knowledge of the impacts of intergenerational trauma, and the importance of implementing cultural safety in mainstream mental health services for children and families. • Demonstrated experience in building relationships and working collaboratively with key stakeholders at various levels. • Demonstrated ability to set goals, manage multiple priorities, record and communicate task progress, and meet deadlines. • Strong attention to detail and written communication skills.

	• Ability to work independently as well as part of a multi-disciplinary team. • Ability to work with and respect diverse peoples, including Aboriginal, culturally diverse and gender diverse people. • Current 'C' Class Driver's License.
Desirable Skills, Knowledge & Experience:	• Experience assisting with research projects, or familiarity with research processes, including ethics, data collection, and reporting. • Experience engaging/recruiting health professionals and/or Aboriginal community members for participation in project activities and advisory or co-design processes.

DIRECT REPORTS	None
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Approved by:	Team Co-lead
Date approved:	21/09/2026
Reviewed by P&C:	23/09/2026