**MILC**

**Job Advertisement and Job Description Policy**

Our previous job advertisements contained the following –

**Requirements:**

* Tertiary education graduates or university students
* Working with Children Check and Police Check
* Have educational qualifications or have strong intercultural understanding

All future job advertisements for any position at MILC must now contain the following;

**Requirements:**

Melbourne Intercultural Learning Centre (MILC) has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Under Ministerial Order 1359 MILC has implemented child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable) into account when creating a child safe environment.

The incumbent of this role must comply with MILC’s child safety policies and related policies and procedures (including the MILC Staff Code of Conduct), upholding the overarching principles and values set out and conducting themselves in accordance with the commitment to take all reasonable steps to promote the safety of children. MILC has rigorous human resources and recruitment practices for all its staff, including Child Safety Induction. All of our people, including contractors, are required to hold a current Working with Children Check or current VIT Registration.

All future job descriptions must be updated to include Child Safety Policy induction and compliance processes.