



**GUNDITJMARA ABORIGINAL COOPERATIVE LIMITED**

## **Position Description**

<b>Position Title:</b>	<b>Aboriginal Family Led Decision Making Convenor (AFLDM) – Identified</b>
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**Location:** 135 Kepler Street, Warrnambool

**Award / Classification:** Level 4, Social, Community, Healthcare and Disability Services Award 2010

**Reports To:** Manager, Children's Services

**Supervises:** Nil

**Hours of Work:** Full-time, 38 hours per week, Mondays to Fridays, subject to funding

### **Historical background**

The Gunditjmara Nation starts at the South Australian border then goes to the foothills of the Grampians, to Pirron Yallock and Gellibrand; this covers the coastlines within these areas. There are many tribes within the Gunditjmara Nation; each tribe had their own identity, which was knowing where their boundary lines were on country. These were often recognised by creeks, rivers and small hills.

Gunditjmara people established permanent settlements thousands of years ago, revealing a deep, enduring connection to the land. The Gunditjmara people used the land's natural topography and features to establish permanent settlements and villages along the lava flow near creeks and lakes.

Gunditjmara people gathered food including eels from the rivers and shellfish from the ocean. Places such as Lake Condah, Tower Hill, Budj Bim, Deen Maar and the Framlingham Mission areas all significant cultural sites for Gunditjmara people that tell the story of our ancestor's way of life, culture and history.

### **Organisational background**

Incorporated in 1982, Gunditjmara Aboriginal Cooperative is an Aboriginal Community Controlled Health Organisation (ACCHO) that provides a range of holistic community health and social support programs, principally to the Aboriginal community and other residents in Warrnambool and outlying areas. We work in close partnership with local government and

other health service providers including other Aboriginal Community Controlled Organisations in the Western District of Victoria, liaising regularly on the provision of primary health and community services.

### **Overview of the position**

The primary purpose of Aboriginal Family Led Decision Making (AFLDM) is to provide for the protection of Aboriginal children and young people through the involvement of family, culturally relevant practice and the promotion of community connections. AFLDM recognises that Aboriginal families include extended family and community members.

AFLDM is a process that enhances but does not replace the family's roles and abilities in developing their own decisions about their children in their own unique way. The commitment of families and individuals to AFLDM will stem from having an active role in identifying concerns, solutions and responsibilities in achieving safety for the child.

AFLDM recognises that families are most often the best resource with which to develop a protection plan that ensures the safety of the child.

AFLDM supports the traditional approaches of decision making by involving key Elders and community leaders throughout the AFLDM process and encouraging the involvement of the wider family networks in decision making processes.

AFLDM recognises and takes into consideration the views of young people who are clients of Child Protection and seeks to actively encourage the child or young person to be involved in the decision making process.

The AFLDM process focusses on the strengths of all members of the family and does not intend to exclude or isolate family members.

The AFLDM program is based on traditional family values where the responsibility for bringing up children is shared by parents together with extended family and community and guided by the wisdom of and experience of elders.

AFLDM encourages family members, extended family, Elders, significant others in the child's life and where appropriate the child and/or young person, to meet and make decisions about the safety and wellbeing of children and/or young people who are involved in the Child Protection system.

AFLDM meetings are run by two Convenors (one from DHHS and one from GAC) who meet with family members before the meeting to discuss the process.

### **Key responsibilities**

#### **Service delivery**

- Together with DHHS based AFLDM Convenor, accept referrals and undertake assessments for Aboriginal children and young people to the AFLDM program
- Co-convene Family Decision Making meetings with key Elders and community leaders and the DHHS AFLDM Convenor
- To engage and educate families and the community on the purpose, process and positive outcomes achieved through AFLDM
- To identify and work cooperatively with support services that could be engaged to support AFLDM case plans (e.g. Kinship Care, ACSASS)

### **Administration**

- Participate regularly in supervision
- Maintain accurate record keeping, case notes, completed forms and reports as required according to the program guidelines and organisation obligations
- Case management and maintenance of client files is in line with legislative and organisational policy requirements
- Maintain accurate statistical data using the organisation's current data systems
- Attend regular team meetings and other meetings as required

### **Program development**

- To develop and maintain linkages with appropriate Aboriginal agencies, government agencies and community service organisations
- To participate in training sessions, team meetings, Case Plan Meetings and other meetings as directed
- To work effectively with other programs within GAC
- To contribute to the promotion and integration of Aboriginal Family Led Decision Making processes as an integral component of Child Protection and child and family focussed practice
- To work with the Aboriginal Community Elders Service (ACES) to recruit, train and support suitable Community Elders and/or Respected Persons to participate in Aboriginal Family Led Decision Making meeting
- To collaborate with the DHHS AFLDM Convener to engage culturally relevant services and supports to participate in Family Decision Making Meetings
- In conjunction with the Regional and State Wide AFLDM Steering Groups, to monitor and evaluate the Family Decision Making Program to ensure continual quality and development of the program
- As a part of program monitoring and improvement, to encourage reflective practices following Family Decision Making Meetings as a cultural awareness learning tool with the Aboriginal community and Child Protection staff
- To work collaboratively with Community Service organisations and Child Protection to maximise effective, sustainable and achievable service delivery to Aboriginal children and young people who are clients of Child Protection

### **Key relationships**

- Lakidjeka ACSASS program and program staff
- Department of Health and Human Services, ACCOS, ACCHOS

### **Other duties**

- Participate in a six monthly (post-employment) and then annual performance reviews with the Manager, Community Services, and develop a work plan for the next twelve month period
- Participate in and attend Gunditjmara organisational meetings as directed by the Manager, Children's Services

- Be accountable for the effective and efficient achievement of the key responsibilities of the position
- Be familiar with and abide by the Gunditjmara policies and procedures including Occupational Health and Safety, the Code of Conduct and Child Safety policy
- Participate in the Continuous Quality Improvement and Risk Management programs, and promote compliance with legislation and Gunditjmara policies
- Participate in Gunditjmara Aboriginal cultural awareness training
- Assist with and support internal and external audit processes
- Contribute to monthly newsletter as required
- Provide regular reports on the activities and outcomes of work undertaken, including internal reporting requirements
- Undertake professional development to increase skills and knowledge
- Other relevant duties within the scope of this role, as directed by the Manager, Children's Services

### **Essential skills, knowledge, qualifications and experience**

- Sound knowledge and understanding of Aboriginal culture and values and the ability to communicate effectively with Aboriginal people
- Proven ability to advocate on behalf of children and families
- Ability to work effectively with Aboriginal organisations, government departments and community service organisations
- Willingness to participate in training and ongoing supervision
- Demonstrated ability in convening and mediating outcomes with groups
- Capacity to develop, plan, implement, manage and evaluate a program
- Ability to work flexible hours
- Sound knowledge of local issues and needs of the Aboriginal Community
- Well developed written and oral communication skills and the ability to prepare reports
- Proven ability to work as part of a team
- Strong voice in meetings with DHHS, ensuring cultural safety of children and families
- Mature and confident personality
- Experience or formal qualifications in Children's / Family Services, Family Welfare, and willingness to undertake relevant training provided by the organisation

### **Child safety**

Gunditjmara is a Child Safe Organisation and is committed to the safety of children and protecting children from abuse. Pre-employment checks include:

- undergo and attain a satisfactory police check
- be in possession of a current Victorian Working With Children Check card
- be able to attain two satisfactory employment references that attest to your suitability to work with Aboriginal and non-Aboriginal children

### **Other position related information**

- A current Victorian Drivers Licence is required

**Guidelines for submitting applications**

Application deadline is Sunday 22 December 2019. Specific queries about the position should be directed to Skye Munro, Acting Manager, Children's Services, 03 5559 1234, [skye.munro@gunditjmara.org.au](mailto:skye.munro@gunditjmara.org.au). General queries and applications to Elizabeth Pinson, People and Wellbeing Officer, 03 5559 1234, [recruitment@gunditjmara.org.au](mailto:recruitment@gunditjmara.org.au). Applications must include your resume, 2 references, a covering letter and how you meet the knowledge, skills and aptitude required of the position (see above).