



## Aboriginal Mentor

### EMPLOYMENT STATUSES

|                         |                            |                            |                            |
|-------------------------|----------------------------|----------------------------|----------------------------|
| <b>Status</b>           | Casual                     | <b>Award</b>               | SCHADS                     |
| <b>Hours per week</b>   | As required                | <b>Classification</b>      | Grade 3                    |
| <b>Length of Term</b>   | As required                | <b>Salary</b>              | Casual Rate                |
| <b>Reports to</b>       | Team Leader                | <b>Additional Benefits</b> | Access to Salary Packaging |
| <b>Secondary Report</b> | Community Services Manager | <b>PD Review Date</b>      | 12 months (04/11/2020)     |

### ORGANISATIONAL CONTEXT



The Bendigo & District Aboriginal Cooperative (BDAC) is an ACCO (Aboriginal Community Controlled Organisation) registered as a member under the umbrella of VACCHO (Victorian Aboriginal Community Controlled Health Organisation) and represented nationally through NACCHO (National Aboriginal Community Controlled Health Organisation).

BDAC was founded to represent and provide services to the Dja Dja Wurrung community (Jaara people) and Aboriginal residents living in the Dja Dja Wurrung boundaries. BDAC has a responsibility to ensure growth of services, development of our Aboriginal community, better and improved health outcomes for our people, improved quality of life and be a lead agency in providing employment and career pathways for Aboriginal people.



### LOCAL WORK ENVIRONMENT

Bendigo and District Aboriginal Co-operative provides a range of specialist services for clients based primarily in the Dja Dja Wurrung including Health and Wellbeing services, Family and Community Services and Corporate services.

### POSITION OBJECTIVE

The Aboriginal Mentor will work with clients to assist in working towards and achieving their individual goals and aspiration. They will provide assistance and support as required including linking the client into other BDAC programs and services.

### BDAC'S VISION AND CORE VALUES

***"Empowered generations belonging to strong families, culture and community"***

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| <b><u>LEAD</u></b>     | We are committed to lead as an individual, team and organisation in order to achieve positive health and wellbeing outcomes for our community. |
| <b><u>OPENNESS</u></b> | We will be accountable and remain transparent in the delivery of our service to clients, visitors and staff.                                   |
| <b><u>RESPECT</u></b>  | We treat one another with honesty, integrity, respect and value everyone's opinion and feedback.   |



# BDAC

BENDIGO & DISTRICT  
ABORIGINAL CO-OPERATIVE

## Position Description

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| <b><u>EXCELLENCE</u></b> | We strive for excellence in our programs and services so that we can support positive health and wellbeing outcomes for our community. |
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### KEY POSITION RESPONSIBILITIES

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| <b>Primary Responsibilities</b>        | <ul style="list-style-type: none"> <li>• Provide a safe and supportive environment for the client to discuss their physical, social and emotional wellbeing including connection to country and culture.</li> <li>• Build rapport for the client and develop an individual goal plan including recreation, education and vocational activities. Include their own aspirations and talents.</li> <li>• Provide links with other appropriate BDAC programs and services as required to meet the wellbeing needs of the client</li> <li>• Facilitate positive engagement to support the client to understand and prioritise positive behaviour and choices.</li> <li>• Work with the client to identify barriers that may impact on achieving their goals and develop supports to overcome these.</li> <li>• Work collaboratively with the clients support networks included but not limited to family, friends, employer and education provider</li> <li>• Provide reports to the Case Manager and Program Manager- Home Base Care which outlines work undertaken in the program and outcomes</li> <li>• Ensure that case records are kept in accordance with the recording and data requirements of both the agency and the funding body.</li> <li>• Maintain confidentiality at all times and professionalism in line with the organisational code of conduct and values</li> </ul> |
| <b>Administration &amp; Compliance</b> | <ul style="list-style-type: none"> <li>• Model and abide by BDAC Values, Code of Conduct and Policy and Procedures;</li> <li>• Participate actively in and facilitate supervision and professional development activities;</li> <li>• Ensure that you participate in team meetings, staff meetings and other community activities as requested;</li> <li>• Ensure that you adhere to legislative requirements;</li> <li>• Ensure that you report any risks identified immediately to your line manager;</li> <li>• Participate within the team to ensure performance against expectations including performance management and staff development, in accordance with BDAC's policies and procedures;</li> <li>• Ensure that all staff are provided with and operate in a safe environment in accordance with BDAC'S OHS policies and procedures;</li> <li>• Participate in Continuous Quality Improvement (CQI) activities.</li> </ul>  |

### COMMITMENT TO SAFETY

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| <ul style="list-style-type: none"> <li>• All children have the right to be children and live free of abuse and neglect, so they can grow, learn and develop. Everyone within BDAC is responsible for ensuring a culture of child safety; preventing child abuse and abiding by the Child Safety Principles;</li> <li>• BDAC is committed to the health and wellbeing of its employees and stakeholders;</li> <li>• BDAC has a zero tolerance to all forms of violence.</li> </ul> |
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### KEY SELECTION CRITERIA

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| <ul style="list-style-type: none"> <li>• Demonstrated knowledge and understanding of the local Aboriginal community</li> <li>• Demonstrated ability to engage effectively with Aboriginal and Torres Strait Islanders and their families, the Aboriginal community, service providers and colleagues</li> <li>• Professional experience in supporting clients to identify their goals and put in place strategies to achieve these</li> <li>• Experience in young people's activities and events</li> <li>• Written and computer literacy skills with the ability to prepare reports, maintain client files and case</li> </ul> |
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ABORIGINAL CO-OPERATIVE

## Position Description

notes.

- Organizational skills with a demonstrated ability to manage competing demands and work as part of a team.
- Knowledge of local service providers and referral pathways

### **Preferred / Desired Education, Training and/or Competencies**

- Professional experience in supporting clients to identify their goals and put in place strategies to achieve these
- Experience in young people's activities and events

### **CONDITIONS OF EMPLOYMENT**

- Must pass a Criminal Police Record Check;
- Must pass & provide copy of Working with Children's Check;
- Must hold current full Victorian Drivers Licence and provide a copy;
- If the position is for a role specifically to provide disability services (or work that involves regular direct contact with or access to a person with a disability), BDAC will check the prospective employee against the Disability Worker Exclusion List.

### **EMPLOYEE STATEMENT**

**I have read, understood and accepted the above position description of the Aboriginal Mentor.**

**EMPLOYEE NAME:** .....

**SIGNATURE:** .....

**DATE:** ...../...../.....