



# BDAC

BENDIGO & DISTRICT  
ABORIGINAL CO-OPERATIVE

## Position Description

### Aboriginal Lead Practitioner

#### EMPLOYMENT STATUSES

<b>Status</b>	Full time	<b>Award</b>	SCHADS
<b>Hours per week</b>	38 hours per week	<b>Classification</b>	Grade 7
<b>Length of Term</b>	Ongoing	<b>Salary</b>	As per award
<b>Reports to</b>	BDAC Family Safety Team Leader	<b>Additional Benefits</b>	Access to Salary Packaging
<b>Secondary Report</b>	Director of Operations	<b>PD Review Date</b>	12 months

#### 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.

#### BDAC'S VISION AND CORE VALUES

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

<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.
<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.

## POSITION OBJECTIVE

### Role of The Orange Door

The Orange Door will deliver a fundamental change to the way we work with women, children and families, and men. The role of The Orange Door is to provide:

- a more visible contact point so that people know where to go for specialist support
- help for people to identify family violence and child and family safety and wellbeing issues
- advice based on contemporary risk assessment tools and guidance and best available information
- specialist support and tailored advice for victims, families and children, and perpetrators
- a strong focus on perpetrator accountability
- connection and coordination of access to support
- an approach across the spectrum of prevention, early intervention and response
- a system-wide view of service capacity, client experience and outcomes.

The Orange Door will support the agency of women, children and families, to ensure that the services they receive meet their needs and their goals.

### The Orange Door Team

The Orange Door will bring together different workforces and practices to create an integrated The Orange Door team and a consolidated intake point in each The Orange Door area to create a new way of support for:

- women, children, young people and families experiencing family violence
- perpetrators of family violence
- families in need of support with the care, development and well-being of children.

This will be achieved by drawing on the expertise of CSOs and bringing together workers from organisations that currently:

- receive police referrals for women who are victims of family violence
- receive police referrals for perpetrators of family violence (known as 'Enhanced Intake Services')
- receive child wellbeing referrals
- provide the Child FIRST service
- deliver other relevant services as appropriate, such as those delivered by Aboriginal services.

The Orange Door Team will include a mix of staff employed by FSV and staff employed by CSOs, Aboriginal services and DHHS.

The Aboriginal Lead Practitioner will be part of two teams – The Orange Door Team and the BDAC Family Safety team.

## KEY POSITION RESPONSIBILITIES



### Primary Responsibilities

1. Leading and supporting culturally safe and responsive practice in The Orange Door with Aboriginal children, families and perpetrators by:
  - (a) Providing specialist secondary case consultation and technical input on complex family violence and child and family cases and perpetrator interventions
  - (b) Co-working and providing daily specialist practice support for the Aboriginal Hub Practitioner and (as requested and required) for team leaders
  - (c) Where appropriate, jointly managing a small caseload of complex and/or sensitive cases
  - (d) Working with Orange Door team leaders, Aboriginal Services, community and cultural leaders to identify and resolve clinical and practice issues as they arise
  - (e) Operating with autonomy and accountability in supporting Aboriginal children, families and perpetrators.
2. Leading, mentoring and developing Hub practitioners and team leaders in working with Aboriginal children, families and perpetrators:
  - (a) Building capability of Hub practitioners to deliver culturally competent responses to victim survivors, children and families and perpetrators, informed by client experience and in line with the Integrated Practice Framework and relevant legislative frameworks (including (including the Children, Youth and Families Act 2005 and Child Wellbeing and Safety Act 2005)
  - (b) Providing practitioners with relevant information and access to systems to support safe and effective responses to Aboriginal children and families as part of an integrated practice approach
  - (c) Modelling integrated practice approaches and behaviours integral to ethical clinical practice working with Aboriginal children and families
  - (d) Supporting professional development of practitioners in partnership with other practice leaders, Family Safety Victoria, Aboriginal services, CSOs, DHHS, and other local workforce and training planning initiatives
  - (e) Sharing practice knowledge on Aboriginal approaches to holistic healing and whole of family practices
  - (f) Contributing to reflective practice for The Orange Door team in particular in relation to working effectively with Aboriginal people.
3. Building the cultural safety of The Orange Door and supporting choice and self-determination of Aboriginal people.
4. Liaising with and providing specialist or secondary consultation to organisations and services within The Orange Door network in order to discuss direct service issues for Aboriginal people accessing services through The Orange Door.
5. Working with local Aboriginal governance groups to provide connection between Aboriginal services, communities and The Orange Door.



	<ol style="list-style-type: none"> <li>6. Supporting system and service improvement by:               <ol style="list-style-type: none"> <li>(a) Implementing systems and procedures to guide specialist practice responses working with Aboriginal children and families</li> <li>(b) Working in partnership with the Hub Manager, team leaders, and other partner agency managers where appropriate, to foster high quality service for Aboriginal people</li> <li>(c) Providing sound judgement and authoritative advice on risks, priorities, clinical and practice matters to The Orange Door team and where relevant the Hub Manager and/or relevant Hub governance groups</li> <li>(d) Participating in communities of practice with Aboriginal Practice Leaders across the Victorian Orange Door network.</li> </ol> </li> <li>7. Working collaboratively with the Hub Manager and Service System Navigator to build and maintain effective partnerships with Aboriginal services to support choice for Aboriginal people.</li> <li>8. Managing stakeholders through effective negotiation and influence, harnessing this network to support Aboriginal people and ensure effective The Orange Door operations.</li> <li>9. Oversee, monitor and deliver projects to respond to local needs, ensuring they are delivered in a culturally safe and effective way, in accordance with self-determination and relevant legislation and government regulations and guidelines.</li> <li>10. Keep accurate and complete records of your work activities in accordance with legislative requirements and the Victoria Government's, information security and privacy policies and requirements.</li> <li>11. Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and occupational health and safety (OHS) policies and procedures</li> </ol>
<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

- 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;
- BDAC is committed to the health and wellbeing of its employees and stakeholders;



- BDAC has a zero tolerance to all forms of violence.

### KEY SELECTION CRITERIA

- Strong contemporary knowledge of Aboriginal culture, aspirations and self-determination: has a strong understanding of the local service delivery environment for Aboriginal children and families and communities in the local area. Additional recognition will be given to Aboriginal and Torres Strait Islander applicants.
- Strong analytical, organisational and coordinating skills. Effectiveness in developing tasks and managing resources to achieve targets within set timeframes.
- Works collaboratively to drive cultural change: has a clear concept of the culture required to deliver effective, culturally safe and responsive services for Aboriginal people within an integrated practice context; delivers innovative practices that enhance quality outcomes for Aboriginal people; understands how to build and establish effective support networks.
- Relevant tertiary qualifications and expert knowledge and experience within Aboriginal services: has established expertise and capability to lead and embed culturally safe and responsive practice as part of an integrated service model of collaborative service delivery and quality clinical practice in the Hubs; has highly developed negotiation and relationship building skills; understands the role of the law and legal system in the context of responding to family violence; has knowledge of practice with Aboriginal women, children, families, victims and perpetrators of family violence.
- Relationship building: establishes and maintains relationships with people at all levels; promotes harmony and consensus through diplomatic handling of disagreements; forges useful partnerships with people across business areas, functions and organisations; builds trust through consistent actions, values and communication; minimises surprises.
- Initiative and accountability: proactive and self-starting; seizes opportunities and acts upon them; takes responsibility for own actions.
- Teamwork: cooperates and works well with others in pursuit of team goals, collaborates and shares information, shows consideration, concern and respect for others feelings and ideas, accommodates and works well with the different working styles of others, encourages resolution of conflict within the group.

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

- A recognised Social Work Degree or Community Services qualification, and/or extensive relevant work experience.

### 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.



# BDAC

BENDIGO & DISTRICT  
ABORIGINAL CO-OPERATIVE

## Position Description

### EMPLOYEE STATEMENT

I have read, understood and accepted the above position description of the  
Aboriginal Lead Practitioner

EMPLOYEE NAME: .....

SIGNATURE: .....

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