


## Intensive Family Services Practitioner

EMPLOYMENT DETAILS			
<b>Role type</b>	Fixed Term	<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS)
<b>Hours per week</b>	Full time	<b>Pay Classification</b>	Level 4
<b>Reports to</b>	Family Services Team Leader	<b>Secondary Report</b>	Family Journeys- Program Manager
<b>Additional Benefits</b>	Access to Salary Packaging		

ORGANISATIONAL CONTEXT	
<p>Bendigo &amp; District Aboriginal Cooperative (BDAC) is an Aboriginal Community Controlled Organisation (ACCO). BDAC is registered as a member under the umbrella of Victorian Aboriginal Community Controlled Health Organisation (VACCHO) and represented nationally through National Aboriginal Community Controlled Health Organisation (NACCHO).</p> <p>BDAC was founded in 2001 to represent and provide services to Aboriginal and/or Torres Strait Islander people living on Djaara Country (djandak) in Central Victoria.</p> <p>BDAC has a responsibility to ensure growth of services, development of our Aboriginal and Torres Strait Islander Community, better and improved health outcomes for our People, improved quality of life, and be a lead agency in providing self-determination, employment and career pathways for Aboriginal and/or Torres Strait Islander People.</p>	

LOCAL WORK ENVIRONMENT
BDAC provides a range of specialist services for Community living on Djaara Country including a Medical Clinic, Health and Wellbeing, Family and Community Services, and Kindergarten.

**POSITION OBJECTIVE**

The Intensive Family Services Practitioner will provide culturally safe, family centred, and strengths-based support to Aboriginal and/or Torres Strait Islander children, young people, and families. This position will work flexibly across a range of family support responses to meet the diverse and changing needs of families engaged with BDAC.

The Practitioner will walk alongside families in a way that promotes self-determination, recognising families as the experts in their own lives. Practice is guided by an evidence base, trauma-informed approach, understanding how past and ongoing experiences may impact family wellbeing, relationships, and engagement with services. The role focuses on building trust, promoting safety, and supporting families to identify their own strengths, goals, and priorities.

The position supports families through practical assistance, case work, and connection to services. The Intensive Family Services Practitioner may contribute across different levels of intensity, working within established frameworks, policies, and procedures, and with guidance from senior leadership.

The Intensive Family Services will work as part of a supportive and collaborative team and will participate in regular supervision, reflective practice, and professional development. This role is well suited to a developing practitioner who is committed to learning and working respectfully with Aboriginal &/or Torres Strait Islander families and Community.

**BDAC'S VISION AND CORE VALUES**

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

Our Lore refers to the stories, customs, beliefs, and spirituality of our People. Our Lore guides our work and has been passed down through generations by our ancestors and knowledge holders.

Our five LORE principles are:

- We keep our focus on Community priorities
- We are brave
- We think outside the box
- We create a safe, caring, and supportive environment
- We are accountable

Please refer to our <https://www.bdac.com.au/our-strategy> for further information about our underlying principles within the BDAC Strategy.

**KEY POSITION RESPONSIBILITIES**

**Primary Responsibilities**

- Work respectfully with Aboriginal children, young people, and families who may be experiencing the impacts of trauma.

	<ul style="list-style-type: none"> <li>• Work alongside families to understand their strengths, challenges, and goals, using a collaborative and strengths-based approach.</li> <li>• Provide practical support and interventions that are responsive to family needs and aligned with agreed goals.</li> <li>• Maintain clear, accurate, and timely documentation that reflects family progress, decisions made, and support provided.</li> <li>• Actively participate in training, supervision, reflective practice and consultation to build skills and confidence.</li> <li>• Build positive, respectful relationships with Community, partner services, and culturally appropriate organisations to support families effectively.</li> </ul>
<b>Response to Family Violence</b>	This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) as: <b>Tier 2 Intermediate Risk Assessment training and responsibilities</b>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• Uphold BDAC's Values, Code of Conduct, and all relevant policies and procedures.</li> <li>• Engage in supervision, professional development, and continuous quality improvement (CQI) activities.</li> <li>• Attend team meetings, staff meetings, and community events as required.</li> <li>• Comply with legislative and regulatory obligations.</li> <li>• Identify and report risks promptly to your line manager, including completing incident reports via LogiqcQMS.</li> <li>• Collaborate effectively within a team to meet performance and development goals in line with BDAC's program requirements.</li> <li>• Follow reasonable directions from BDAC management.</li> <li>• Maintain a safe work environment in accordance with BDAC's Occupational Health and Safety (OHS) policies.</li> </ul>

### COMMITMENT TO SAFETY

- BDAC has zero tolerance to all forms of violence.
- BDAC is committed to service delivery and a work environment that prioritises equity and diversity and actively supports inclusion. We aim to ensure every individual is treated with dignity and care with respect to their cultural background, ability, ethnicity, gender identity, sexual orientation, age, caring responsibilities, spirituality, or religion.
- BDAC is committed to the Child Safety Standards and believes that all children and young people 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.

- BDAC is committed to the health and wellbeing of its employees and stakeholders. Everyone within BDAC is required to foster a workplace that is safe and healthy that is free from all forms of harassment, bullying, and discrimination.

### KEY SELECTION CRITERIA

- Knowledge and understanding of Aboriginal cultures and the ACCO environment
- Demonstrated understanding of the Children’s Youth and Families Act (2005)
- Demonstrated experience in undertaking case work with families and children who have experienced trauma.
- Demonstrated experience referring to and collaborating with local service networks
- Demonstrated understanding of cultural safety
- Well-developed interpersonal and communication skills, with a demonstrated capacity to work collaboratively with others.
- Excellent time management skills with the ability to meet deadlines, targets, and key deliverables of the program.
- Ability to prepare briefs, letters, emails and reports using clear, concise and grammatically correct language. Ensure written communications contain necessary information to achieve their purpose.

### Education, Training and/or Competencies

#### Mandatory

- A relevant qualification in Community Services, Social Work, or a related human services field, or working towards such a qualification.
- Demonstrated experience (paid, placement, or volunteer) working with children, young people, and/or families, particularly those experiencing vulnerability or disadvantage.

#### Preferred/ desired

- Previous experience working with Aboriginal and/or Torres Strait Islander community members or in an Aboriginal organisation.

### CONDITIONS OF EMPLOYMENT

- Must pass a Criminal Police Record Check.
- Must pass and provide copy of Working with Children’s Check (WWCC) (*or Teachers Registration if applicable*).
- Must hold current full Victorian Drivers Licence and provide a copy.
- Must have the right to work in Australia.
- Must pass an Employment History check.
- Must have and maintain a commitment to child safety, equity, inclusion, and cultural safety.
- **Vaccination Policy:** all staff are encouraged to be vaccinated against whooping cough, measles, mumps, and rubella (MMR) (*if not immune*), influenza (*annually*), hepatitis A

and B, chicken pox (*if not immune*); shingles (*for eligible people*), and COVID-19. It is expected that Clinic, aged care, and djimbaya, staff will be vaccinated against the above diseases and will be required to complete a **Vaccination Consent Form**. It is also expected that Clinic staff will be vaccinated again diphtheria, tetanus, and pertussis (DtP).

**EMPLOYEE STATEMENT**

**I have read, understood, and accepted the above position description of the Intensive Family Services**

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

**SIGNATURE:** .....

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