

<b>Position title</b>	<b>Men's Time Out Worker</b> <i>This is an Aboriginal Designated Position, classified under 'special measures' of Section 12 of the Equal Opportunity Act 2010. Only Aboriginal and Torres Strait Islander people are eligible to apply.</i>
<b>Position number</b>	P2273
<b>Employment status</b>	Full time
<b>Department</b>	Justice and Community Services
<b>Location</b>	Wyndham Street, Shepparton
<b>Position reports to</b>	Team Leader
<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award 2010
<b>Classification</b>	Social and community services employee - Full-time & part-time, Level 4 – pay point 1 to pay point 4 (based on qualifications and experience)

### ABOUT THE ORGANISATION

Rumbalara Aboriginal Cooperative (RAC) is recognised as a leader among Aboriginal community-controlled organisations, maintaining a high profile in the public and private sectors across research, consultancy, policy development, and partnerships. RAC operates in a culturally appropriate, sensitive, community-controlled environment that maintains a holistic approach to service provision and emphasises the importance of family and community.

RAC has been a resource, service provider and enabler of the Aboriginal and Torres Strait Islander communities of the Greater Shepparton region since 1980. RAC is a cooperative working to provide a range of supports and services including:

- Health and Wellbeing Services
- Positive Ageing and Disability Services
- Justice and Community Services
- Assets and Infrastructure Services / Housing
- Family, Care and Early Years
- Corporate Services

RAC has an annual budget of \$50 million and a workforce of approximately 320+ people. RAC is a significant employer and economic contributor to the region and plays a high-profile leadership role as one of the larger Aboriginal organisations in Australia. RAC is committed to ensuring the Aboriginal people in the Goulburn Valley have certainty of access to community-controlled services.



ROLE PURPOSE
<p>The Aboriginal Family Violence Services (Time Out) provide support for those who use violence towards family members to enable them to deal with their issues in a culturally appropriate manner. Opportunity may be provided for reflection and supported decision-making as well as access to services including counselling, behaviour change programs, mentoring, cultural healing activities and education programs.</p>
KEY SELECTION CRITERIA
<p><b>Qualifications and Registrations:</b></p> <ul style="list-style-type: none"> <li>• Bachelor of Social Work, Graduate Certificate in Family Violence or relevant qualification.</li> </ul> <p><b>Knowledge and skills:</b></p> <ul style="list-style-type: none"> <li>• Ability to maintain a high standard of confidentiality and compliance.</li> <li>• A demonstrated knowledge of the local Aboriginal and Torres Strait Islander community and culture and an understanding of factors that influence the health and wellbeing of Aboriginal people.</li> <li>• Demonstrated assessment skills, the ability to manage referrals, liaise with providers and an ability to effectively apply case support practices.</li> <li>• A commitment to improving justice outcomes for the local Aboriginal community.</li> <li>• Knowledge and experience of Justice and Legal processes.</li> <li>• The ability to liaise and network with Victoria Police members.</li> <li>• Demonstrated assessment, referral and case support skills including service coordination.</li> <li>• Knowledge and experience working with Aboriginal men who perpetrate family violence.</li> </ul>
KEY RESPONSIBILITIES
<p><b>1. <u>Technical Capabilities</u></b></p> <ul style="list-style-type: none"> <li>• Collect and maintain accurate client records using relevant computer software applications.</li> <li>• Facilitate access to a range of support services such as counselling, health &amp; wellbeing, accommodation, education and legal aid.</li> <li>• Develop collaborative working relationships with a range of internal and external stakeholders to gain positive outcomes for clients.</li> <li>• Build and maintain positive links with Koori Courts, Corrections Victoria, Sheriff's office and other relevant health community service providers.</li> <li>• Attend Shepparton Magistrates Court and Shepparton Koori Court when courts are in session.</li> <li>• Facilitate access to and deliver Aboriginal Men's Family Violence Support Services and provide case support.</li> <li>• Facilitate, refer and support access to and participation in Men's Behaviour Change programs' counselling, and spiritual healing programs.</li> <li>• Maintain all correspondence and administration duties relevant to the position as required, including up-to-date client case notes and client files using the IRIS program.</li> <li>• Other appropriate and reasonable duties as directed by the Team Leader, Program Manager and/or Executive Manager.</li> </ul>



**RUMBALARA**  
ABORIGINAL CO-OPERATIVE LTD.

## **2. Behavioural Capabilities**

- Act at all times to protect the right of the clients, including culture, confidentiality, privacy, individual choice and decision-making.
- Demonstrate commitment to the Co-operative's values and behaviours - serve the community, work together, act with integrity and respect other people (a copy of this is available to view).
- Provide support and proactively engage with the clients and broader community.
- Establish and maintain relationships with clients, community and Rumbalara staff and team members.

## **3. Administrative Capabilities**

- Attend staff meetings.
- Submit accurate timesheets and claim forms (if applicable) in a timely manner.
- Participate in service training programs as organised by Rumbalara and / or any other training to upgrade skills.
- Ensure that all statistical data / record-keeping and other documentation are completed and forwarded on time
- Follow correct policy and procedure directions at all times.
- Contribute to and support the organisation's systems and processes for managing safety, quality and risk; observe and report hazardous situations or behaviours.

## **EMPLOYMENT CONDITIONS**

- Confirmation of Aboriginality.
- Have a current National Police Check.
- Hold Valid Driver's License, without restriction.
- Hold current Employee Working with Children's Check.
- COVID-19 vaccination certificate (strongly recommended in line with government guidelines; not mandatory).
- All staff are required to sign a confidentially agreement on appointment to the organisation.
- Probationary / qualifying periods apply to all positions.
- All staff are required to adhere to the Code of Conduct of the Co-operative (available to view).
- All staff are required to follow the policies and procedures to the department and the Co-operative (manuals are available to view).
- A commitment to equal opportunity and Occupational Health and Safety principles and practices is required.
- Salary packaging is available to permanent part time and full-time staff.
- Tenure of positions at RAC will be tied to existing contracted funding arrangements.