

Position title	<i>Nyanan Dana Coordinator</i> <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>
Position number	P2348
Employment status	Full Time - Ongoing
Service Area	Family, Care & Early Years
Location	Echuca Road, Mooroopna and Undisclosed Location
Position reports to	Program Manager
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Classification	Social and community services employee, Level 4 – pay point 4 to Level 5 – pay point 1 (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
- Housing and Infrastructure Services
- 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

Rumbalara has partnered with Kids Under Cover which the model of Village 21 which is a small-scale supported housing model designed to provide safe, stable and community-oriented housing for young people at risk of homelessness and/or ageing out of Out of Home Care.

The model combines affordable supported housing with on-site mentoring and community connection to help young people transition toward sustainable independence.

KEY SELECTION CRITERIA

Qualifications and Registrations:

- Relevant qualification or equivalent experience in Youth Work, Housing or Community Services.
- Demonstrated ability to build respectful and trusting relationships with young people.
- Ability to build rapport and maintain appropriate professional boundaries with young people.

Knowledge and skills:

- Excellent knowledge and understanding of Aboriginal culture, community, and values.
- Demonstrated knowledge and competency in documenting reporting requirements and completion of monthly reports
- Ability to work in a supportive, respectful, and culturally safe manner with the team and young people.
- Strong interpersonal, communication, negotiation and conflict resolution skills.
- Experience in trauma-informed practice and culturally safe support.

Desirable

- Knowledge of Social and Emotional Wellbeing (SEWB) frameworks.
- First Aid and CPR certification.

KEY RESPONSIBILITIES

1. Technical Capabilities

- Lead, oversee and support staff in the daily operation of the Nyman Dana (meaning Our Pathway) Village 21 to create a culturally safe, respectful, and supportive living environment for young people with the support of the Live in Mentors and the Pathway Practitioner.
- Responsible to monitor the daily operations of the facility to ensure support is provided where required.
- Oversee the staff to monitor the progress for each individual young person residing at the Nyman Dana Village 21 to ensure they sustain their tenancy and independence goals.
- Monitor action plans and review completed by the Pathway Practitioner to ensure progress is occurring.
- Responsible in receiving referrals and applications for young people to reside at the Nyman Dana site.
- Provide referrals to senior management/panel members for the eligibility of young people to ensure it meets the criteria for consideration and acceptance in the Village 21 accommodation.
- Maintain oversight to ensure networking and liaise with the relevant professionals such as housing providers, and service partners to monitor outcomes including reporting on expenditure to the Program Manager.
- Develop a respectful, trusting and appropriate relationships with all residents.
- Maintain regular communication with all the relevant staff on site and managers regarding support to individuals residing at the Nyman Dana regarding any wellbeing, safety or tenancy concerns.



- Participate in relevant meetings, training and supervision sessions as required.
- Always maintain appropriate professional boundaries with all the residents.
- Other appropriate and reasonable duties as directed by the Program Manager and/or Executive Manager.

Cultural Safety:

- Uphold Victorian Child Safe Standards and culturally safe practice.
- Maintain professional boundaries and act in the best interests of children and young people.
- Respect Aboriginal culture, identity, and community at all times.

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.
- Ensure to follow all 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

- Have a 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 confidentiality 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.