

Family Meeting Convenor

EMPLOYMENT DETAILS			
Role type	Fixed Term	Award	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS)
Hours per week	Full time	Pay Classification	
Reports to	ACAC Program Manager	Secondary Report	Director of Child Safety and Cultural Support
Additional Benefits	Access to Salary Packaging		

ORGANISATIONAL CONTEXT	
Bendigo & 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). 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. 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.	

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

Reporting to the Program Manager in the ACAC programs, the Family Meeting Convenor will hold a key role in developing the procedures for the family meeting processes.

The role will convene family meetings as well as engaging families, finding and walking alongside family support networks as well as negotiating with families where there are significant worries for the safety and wellbeing of children and young people. This position will require some travel and after hour's work.

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

KEY POSITION RESPONSIBILITIES

Primary Responsibilities

- Lead and support the development of the Family Meeting practice and procedures.
- Actively seek feedback from children, young people, their families and community on ways to improve the processes and program.
- Schedule meetings in line with process timelines.
- Ensure all significant people are personally invited and have ability to participate in the meetings.
- Facilitate meetings in cultural ways that ensure all participants have a voice.
- Ensure accurate record of meetings are taken and recorded.
- Skilfully manage conflict to negotiate common goals.
- Where needed, work with families to develop Case Plans that address the worries and promote the child or young person's best interests.

	- Where the need is identified, support connecting extended family and walk alongside them as support to the children and families. - Actively engage with families identifying strengths and capacities, highlighting these in family meetings. - Actively engage in community to promote the pilot and BDAC's work. - The convenor supports families through the meeting process - ensuring that everyone feels safe and involved. They help - families understand the situation and discuss their plans for the Childs care and well-being. - The convenor facilitates the sharing of information about the family and children, including worries and actions taken. They ensure all participants have an opportunity to speak and contribute to the decision-making process. - The convenor applies cultural considerations to ensure that the processes are culturally responsive to the needs of Aboriginal and Torres Strait Islander people. - The convenor is responsible for facilitating the meeting, ensuring that is conducted in a respectful and supportive environment. - They guide the discussions and ensure family have a voice in the process. - The convenors' role is to empower families and ensure their voice is heard in the decision-making process. - The convenor supports with families throughout the process, this is from the initial time of intake call to Wartaka.
Response to Family Violence	This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) as: identification and screening
General Responsibilities	- Uphold BDAC's Values, Code of Conduct, and all relevant policies and procedures. - Engage in supervision, professional development, and continuous quality improvement (CQI) activities. - Attend team meetings, staff meetings, and community events as required. - Comply with legislative and regulatory obligations. - Identify and report risks promptly to your line manager, including completing incident reports via LogiqcQMS. - Collaborate effectively within a team to meet performance and development goals in line with BDAC's program requirements. - Follow reasonable directions from BDAC management. - Maintain a safe work environment in accordance with BDAC's Occupational Health and Safety (OHS) policies.

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 Culture and the ACCHO environment.
- Highly developed negotiation and meeting facilitation skills.
- Willingness to work through conflict situations in an understanding way to achieve best possible outcomes.
- Strong interpersonal and communication skills including the capacity to negotiate and work effectively with a range of individuals and agencies to achieve positive outcomes.
- Ability to make decisions in high pressure contexts, clearly able to communicate rational for decisions.
- Ability to engage children, young people families and communities through a friendly warm approach.
- Demonstrated resilience and ability to managing self-care in being able to work in high pressure environments and work with families.
- Ability to work afterhours and on call as required.

Preferred/ desired Education, Training and/or Competencies

- Previous experience working with Aboriginal and/or Torres Strait Islander community members or in an Aboriginal organisation.
- Experience or formal qualifications in Social Work, Family Support, or Family Welfare
- Experience and training in any form of conciliation convening will be an asset.

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 Family Meeting Convenor.

EMPLOYEE NAME:

SIGNATURE:

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