



***Rumbalara Aboriginal Cooperative – Justice and Community Services now has the following vacancies:***

**Program Manager – Family Safety**  
**Full-time, 38 hours a week**

*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.*

**About the Role**

The Program Manager Family Safety will ensure family violence services are culturally safe for Aboriginal people and are effectively managed and delivered at a high standard in line with Rumbalara Aboriginal Cooperative (RAC) Strategic Plan. As a member of the management team this role is key to the development, implementation and monitoring of the Justice and Community Services area business plan. Ensuring alignment with Rumbalara Aboriginal Cooperative Strategic Plan including policies and processes, other relevant Legislation, Regulations, Accreditation requirements, and Memorandum of Understanding (MOU)'s (if applicable).

This role is responsible for day-to-day operational requirements, including but not limited to, all aspects of staffing recruitment, retention, supervision, and performance management. Monitoring compliance, progress and performance and preparation of regular reports on program activities, outcomes, challenges, and achievements. Provide strong leadership in the development of practice, policies and procedures for the programs and ensure all decision making is culturally safe in line with the best interests of Aboriginal people and self-determination.

The Family Safety Programs includes:

- Winyanboga Nangha; Supported Accommodation Family Violence.
- Family Violence Case Management; Aboriginal Family Violence Services.
- Dungala; Aboriginal Response Team, The Orange Door.

**About You**

To excel in this position, you should possess the following qualifications and qualities:

- You are Aboriginal and/or Torres Strait Islander.
- Bachelor of Social Work or an equivalent qualification as per the Mandatory Minimum Qualifications Policy.
- Minimum of five (5) years of paid practice experience in the family violence sector or a specialist family violence service, together with minimum 3 years supervising, leading and managing a team of direct reports.
- In-depth knowledge of the Victorian family violence service system, including The Family Violence Protection Act 2008 VIC, the MARAM framework, and The Child Safe Standards VIC.
- Demonstrated leadership that promotes a healthy work environment, staff growth and retention and attains best possible culturally safe outcomes for community.
- Skills in providing high quality supervision.
- Ability to develop program level budgets and deliver the outcomes within agreed budgets and timelines.
- Ability to manage budgets and reporting to funding bodies within stipulated timelines in collaboration with Finance Team.
- Understanding of the administration of requirements and legal delegations and ability to review and implement in policy.
- Ability to build and maintain high quality collaborative relationship with internal and external stakeholders.
- Demonstrated knowledge of local Aboriginal community and the role Rumbalara plays within our community.
- Evidence of advanced report writing skills.
- Demonstrated understanding of program management including budget, staffing, reporting, Accreditation, and program development.
- Demonstrated knowledge of Conflict management and resolution.

- Capacity to make balance and sound decisions in high-risk and high-pressure situations.
- Ability to manage crisis with a measured and reflective approach.
- Understanding of debriefing and supporting staff through challenging events.
- Ability to work after hours and on call (when required).

### **What We Offer:**

- **Salary packaging of \$15,900** available for Part- or Full-time employees.
- **Competitive pay and conditions based on** the SCHADS Award: Level 8 - Pay Point 1 to Pay Point 3 (based on qualifications and experience).
- **Opportunities for additional incentives**, which may include Christmas bonus days, recognition of NAIDOC day, periodic adjustments aligned with CPI increases, and the possibility of a relocation allowance when applicable.
- **Professional development opportunities and support** to help you grow in your career.
- **Access to a free and confidential Employment Assistance Program** and more.
- **Provision of a laptop and mobile phone** to support your work where applicable.
- **Fleet cars** to carry out daily tasks where applicable.

You will be required to undertake a pre-employment screening check, including providing a copy of your Confirmation of Aboriginality.

### **To apply, please submit:**

#### **1. A cover letter that includes:**

- Stating who your mob/clan is.
- Your previous experience and/or qualifications.

#### **Your response to the following questions:**

- Please describe your experience leading and managing teams in the family violence sector. Include examples of how you have provided culturally safe supervision, promoted staff development, and achieved positive outcomes for Aboriginal and/or Torres Strait Islander communities.
- How have you applied your knowledge of the Victorian family violence service system, including the Family Violence Protection Act 2008, the MARAM framework, and the Child Safe Standards, in your previous roles. Please provide specific examples of how these frameworks informed your practice and program management.
- This role requires strong program management and budgeting skills. Describe a time when you were responsible for managing a program, including budget oversight, reporting to funding bodies, and ensuring outcomes were delivered within set timelines. How did you collaborate with internal stakeholders such as finance and ensure accountability.

#### **2. A current resume**

Please send your application to [Susan-Lee.Baksh@raclimited.com.au](mailto:Susan-Lee.Baksh@raclimited.com.au) or apply through our website at <https://rumbalara.org.au/careers/> . The full position description is available on our website.

**Applications close: Sunday 8<sup>th</sup> of June 2025**

**This is an “Indigenous Only” role under Special Measures of the EEO Act 2010, Section 12.**