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| Position title | Children and Schooling Program Worker <i>This position is an Identified Aboriginal or Torres Strait Islander position only in line with 'special measures' under the Equal Opportunity Act 2010 Section 12 example 1.'</i> |
| Position number | P2048 |
| Employment status | Part-Time (30.4 hours per week) |
| Department | Engagement and Family Services |
| Location | Echuca Road, Mooroopna |
| Position reports to | Team Leader |
| Award | Social, Community, Home Care and Disability Services Industry Award 2010 |
| Classification | Level 2, Pay Point 1 – 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
- Positive Ageing and Disability Services
- Justice and Community Services
- Asset and Infrastructure Services / Housing
- Engagement & Family Services
- Corporate Services

RAC has an annual budget of \$35+ million and a workforce of approximately 300+ 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 |
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| <p>This role is to provide activities, which nurture and educate Aboriginal and Torres Strait Islander children and families, and to support their development and aspirations through the transition of primary to secondary schooling.</p> |
| KEY SELECTION CRITERIA |
| <p>Qualifications and Registrations:</p> <ul style="list-style-type: none"> • Minimum Tertiary qualifications in a relevant discipline. <p>Knowledge and skills:</p> <ul style="list-style-type: none"> • 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 young Aboriginal people. • Ability to maintain a high standard of confidentiality and compliance. • Demonstrated assessment skills, the ability to manage referrals, liaise with providers and an ability to effectively apply case support practices. • Ability to travel for training as required. • Computer knowledge and familiarity with Microsoft Window Software. • Administrative skills and problem-solving abilities. • The capacity to work semi-autonomously, prioritising work within established policies, guidelines and procedures. • Ability to work in a team setting in a changing environment. |
| KEY RESPONSIBILITIES |
| <p>1. Technical Capabilities</p> <ul style="list-style-type: none"> • Demonstrate sensitivity and a non-judgmental attitude in being responsive to the needs of all people who access Homework Centre. • Develop and implement interactive/cultural/engagement activities, as part of the core program curriculum. • Develop and implement parent/family social/information nights, to support and enhance children's learning and success. • Monitor Key Performance Indicators to meet project outcomes required. • Develop partnerships with relevant stakeholders. e.g. potential tutors, professionals, teachers, academics. • Develop Cultural and Academic opportunities for participants and families to enhance children's learning and success. • Provide leadership in the learning's of the clients and families. • Promote and complement existing Rumbalara Services and assist in strengthening service integration. • Assist clients in prioritising academic studies, lifestyles and family time. • Ensure accessibility to services, programs and events. • Provide events that promote Healthy Lifestyles. |



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

- Have a current National Police Check.
- Hold Valid Driver's License, without restriction.
- Hold current Employee Working with Children's Check.
- Covid Vaccination Certificate in accordance with the government guidelines.
- 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.