



RUMBALARA
ABORIGINAL CO-OPERATIVE LTD.

Position title	Case Advisor - Aboriginal Child Specialist Advice Support Service (ACSASS)
Position number	
Employment status	Full Time
Department	Engagement and Family Services
Location	141-179 Echuca Road Mooroopna VIC 3629
Position reports to	Team Leader
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Classification	Social and community services employee – Full-time & part-time/Level 5/ Pay Point 2

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 Aging and Disability Services
- Justice and Community Services
- Asset and Infrastructure Services / Housing
- Engagement & Family Services
- Corporate Services

RAC has an annual budget of \$30+ 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

The Case Advisor role will work in strong partnership with child protection to ensure the rights and best interests of Aboriginal children who have come to the attention of child protection are upheld and maintained, respond to and work closely with child protection staff in the local area to meet with families where allegations of abuse and neglect of children have been made and participate and provide advice to child protection in case planning to ensure an Aboriginal perspective is considered in assessments, placement planning and decision making of the child.

The role will also support child protection to identify and locate Aboriginal family members who can provide support and care to the child and family, develop and maintain external relationships with services in the interests of the child and family and undertake all of the reporting requirements required of the role, such as completing case notes and file maintenance.

The role will be required to participate in the Aboriginal Child Specialist Advice Support Service (ACSASS) after hours roster.

KEY SELECTION CRITERIA

Qualifications and Registrations:

- A relevant welfare qualification is desired such as a Diploma in Community Services or equivalent, currently studying or willingness to work toward a relevant qualification would be favoured.
- Demonstrated experience in working with Aboriginal families.
- Preparedness to participate in an after-hours on call roster.

Knowledge and skills:

- Experience or ability to respond to reports to Child Protection regarding Aboriginal children and young people.
- Undertake and provide cultural input into risk assessments including recommendations regarding Aboriginal children, young people and their families through consultation and advice to Child Protection.
- Work in strong partnership with Child Protection in line with the Rumbalara and Department of Families, Fairness, and Housing (DFFH) Protocols and the Children, Youth and Families Act 2005 (Victoria).
- Ensure Aboriginal culture is embedded throughout all aspects of the program to ensure cultural safety in line with Rumbalara Aboriginal Co-operative Limited frameworks.
- Participate in case planning, Aboriginal Family Led Decision Making and other processes involving Aboriginal children, young people, and their families.
- Undertake joint visits with Child Protective workers.
- To support children, young people and their families to understand the process of dealing with Child Protection and the court system.
- Attend the Children's Court (Marram-Ngala Ganbu) where appropriate.
- Liaise directly with other Aboriginal and non-Aboriginal agencies and with government departments.



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KEY RESPONSIBILITIES

1. Technical Capabilities

- To provide specialist advice on behalf of Aboriginal children, families and communities.
- To provide recommendations to assist Child Protection in making referrals.
- To maintain clear, concise, and accurate records of statistics, meetings, and case notes.
- To be aware of and familiar with current policies, legislation, programs, and practices in relation to child welfare.
- To participate in training sessions, team meetings and staff meetings.
- To work across the Goulburn catchment area as required.
- Undertake interstate and/or interstate travel as required.
- Accurate record keeping, including case notes, completed forms and reports as required according to program guidelines and agency registration obligations.
- Case management and maintenance of client files in line with legislative and policy requirements.
- Maintain accurate statistical data using data systems as required by Rumbalara Aboriginal Co-operative Limited and Department of Families Fairness and Housing (DFFH).
- Be aware of and familiar with current policies, legislation, programs, and practices in relation to child welfare.
- To participate and support Rumbalara Aboriginal Co-operative Limited to deliver and provide cultural activities such as NAIDOC, Children's day, Community Christmas party as required.

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.



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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.

In accepting this position, I hereby acknowledge and agree to the role and responsibilities as set out in the Position Description.

Accepted

Date:

Employee name:

Employee signature: