



RUMBALARA
ABORIGINAL CO-OPERATIVE LTD.

Position title	<i>Family Services Specialist Disability Practitioner</i>
Position number	<i>Identified position</i>
Employment status	<i>Full time - 12 month Fixed Term</i>
Department	Engagement and Family Services
Location	Rumbalara Road, Mooroopna
Position reports to	<i>Team Leader</i>
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Classification	<i>Classification Level 4.4 - Level 5.1</i>

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 \$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

Position Description



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The family services disability practitioner role aims to build both disability and NDIS expertise across the community based family services system. The role will assist children and parents/carers with a disability to access appropriate supports and participate effectively in the NDIS.

This role aims to address the challenges many families experiencing vulnerability with accessing disability support needs, particularly those available through the NDIS. The family services specialist disability practitioner will have the responsibility of supporting families with NDIS access and participation and assist them to navigate systems of disability support, including the NDIS, disability advocates, disability service providers and mainstream services.

The role will be responsible for providing disability related case consultations to the broader family services system within each Department of Families, Fairness and Housing (DFFH) area. The secondary consultation role aims to support practitioners working in family services to maximise the disability supports and outcomes for children with a disability now available through the NDIS.

KEY SELECTION CRITERIA

Qualifications and Registrations:

- Tertiary qualifications or relevant experience in Social Work, Community Services, Case Management or equivalent

Knowledge and skills:

- Sound knowledge, skills and experience in working in the community with people and their carers.
- Knowledge of the National Disability Insurance Scheme (NDIS) and NDIS planning processes.
- Experience liaising with the NDIS funded sector, including Local Area Coordinators, Support Coordinators and NDIS planners.
- Experience or knowledge of the child and family services sector.
- Strong communication, negotiation and influencing skills to advocate on behalf of clients.
- Excellent ability to connect and build rapport with multiple stakeholders.
- Well-developed interpersonal, communication and computer skills
- Demonstrated initiative and ability to work without supervision and as part of multi-disciplinary team

KEY RESPONSIBILITIES

Technical Capabilities

- Deliver a service that is sensitive to the needs of children and parents with disability and provide a flexible response that recognises and supports the strengths, dignity and desires of the person with a disability in their family context
- Work with families to identify disability support needs, assist with NDIS access and undertaking NDIS disability-related goal setting and helping families prepare for their plan reviews.
- Integrate both family services and disability supports to enhance whole of family functioning.
- Develop a comprehensive understanding of the NDIS funded supports that can contribute to building family capacity and the sustainability of care.
- Establish cooperative relationships with local NDIS staff and providers to work collaboratively to support families.



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- Work actively and collaboratively with the family and NDIS, NDIS Local Area Coordinators (LACs) and/or Support Coordinators to identify the disability support needs of the family.
- Provide case coordination of relevant mainstream services, such as schools and health care providers, (where needed) and work with NDIS LACs, planners and Support Coordinators to ensure a joined-up approach tailored to the needs of the family. Coordination could occur via telephone or email, through case conferencing or during care team meetings.
- Provide consultations to other child and family services agency practitioners on disability and NDIS-related issues.
- Build the ongoing capacity of other family services practitioners to support families with disability support needs through understanding and utilising avenues for secondary consultation and referral.
- Build the ongoing capacity of all family services practitioners to support families to navigate the NDIS to receive timely access to disability supports.
- Where working with child protection to support a family, provide advice for the child protection practitioner regarding what they should expect the NDIS to fund for children and young people with a disability .
- Build relationships with specialist schools to encourage the early identification and early support of families where the complexity of the disability support needs is likely to cause increased family pressure.
- Work collaboratively with DFFH Divisional Disability and Principal Disability Practice Specialist practitioners (DPA/PDPAs) to:
 - Identify families with complex disability support needs at risk of family breakdown due to unmet disability support needs and who may require a DPA/PDA response.
 - Discuss and refer in scope families to the family services agencies and practitioners delivering the 'Children with Complex Disability Support Needs' program.

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

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