



**RUMBALARA**  
ABORIGINAL CO-OPERATIVE LTD.

<b>Position title</b>	<i>Local Justice Worker (Male and Female)</i>  <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>
<b>Position number</b>	
<b>Employment status</b>	<i>Full time</i>
<b>Department</b>	Justice and Community Services
<b>Location</b>	Wyndham Street, Shepparton
<b>Position reports to</b>	<i>Manager</i>
<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award 2010
<b>Classification</b>	<i>Level 3 Pay Point 1-4 depending on qualifications and experience</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 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

As part of a multi-disciplinary team, you will have a strong understanding of the sensitivities of clients, involved with the justice system who present with a range of complex and varied needs that require a service response tailored to their circumstances. As well, you will have strong networks and an in-depth knowledge of the various service systems that clients interface with and the advocacy required relevant to the individual client's needs.

Building on the client's strengths and aspirations, you will be able to competently and confidently provide:

- support and mentor Koori offenders on community based orders to meet the conditions of their orders by sourcing supervised community work opportunities in culturally appropriate and safe environments;
- minimise the likelihood of reoffending and further progression into the criminal justice system through supervision that challenges offending behaviours and related attitudes and promotes pro-social behaviours
- develop and implement a range of programs and activities including a scheduled combination of recreational, cultural, educational and other activities;
- provide advice/reports to statutory authorities when required;
- liaise with a number of stakeholders including Corrections Victoria, Police and other services, particularly working with the Sheriff's Office and clients with outstanding fines to negotiate payment plans;
- where appropriate, work with other services to strengthen community-based options for offenders enabling an integrated approach to the provision of support that extends beyond the order;
- attend and actively participating in regular team meetings, positively representing your client, the organisation and the program;
- assist in the development of appropriate referral mechanisms and protocols to and from the program; and
- engender public support and confidence in justice services.

Rumbalara is funded to provide these services and funding is subject to the delivery of specified targets in performance measures.

## KEY SELECTION CRITERIA

### Qualifications and Registrations:

- Tertiary qualification in Youth Work, Community Services, or a related discipline, or relevant experience with a willingness to obtain a related qualification.

### Knowledge and skills:

- Demonstrated knowledge and understanding of the Victorian Koori Community, both society and culture and the issues impacting on it.
- Demonstrated knowledge and awareness of key factors associated with rates of over-representation of Aboriginal and Torres Strait Islander people in the criminal justice system, including the impacts of modern disadvantage and intergenerational effects.
- Demonstrated experience in case management: managing a case load, case planning and assisting clients with implementing case plan goals, including clients who have complex support needs.
- Excellent interpersonal and communication skills, both written and verbal.
- Proven ability to function both independently and within a team environment.
- Demonstrated ability to establish and maintain effective working relationships with clients and service providers.
- Highly developed organisation skills and a demonstrated capacity to work flexibly and within timeframes.

- Demonstrated high level of computer literacy including maintaining a computer based diary management system to enable effective and informed client bookings.

## KEY RESPONSIBILITIES

### 1. Technical Capabilities

- Demonstrate an in-depth understanding of the sensitivities and cultural needs of Aboriginal clients, particularly those involved in the justice system.
- Apply this knowledge to tailor services that respect the diverse circumstances and cultural backgrounds of both male and female clients.
- Provide effective advocacy relevant to individual clients' needs, ensuring that support services are aligned with their personal circumstances.
- Competently manage a diverse caseload, providing support and mentoring to Aboriginal offenders on community-based orders.
- Facilitate the fulfilment of order conditions by sourcing and arranging supervised community work opportunities in culturally appropriate and safe environments.
- Supervise clients to challenge offending behaviours and related attitudes, promoting pro-social behaviours to minimise the likelihood of reoffending.
- Implement strategies that reduce clients' progression into the criminal justice system through targeted supervision and support.
- Develop and deliver a range of programs and activities that include recreational, cultural, educational, and other relevant interventions.
- Act as a liaison with key stakeholders, including Corrections Victoria, Police, and other service providers, particularly in negotiations with the Sheriff's Office on behalf of clients with outstanding fines.
- Prepare and provide detailed reports to Department of Justice as required, ensuring accuracy and timeliness.
- Collaborate with other services to strengthen community-based support options for offenders, promoting an integrated approach that extends beyond the order.
- Exhibit highly developed organisational skills, with a demonstrated capacity to work flexibly within timeframes.
- Maintain a computer-based diary management system to facilitate effective client bookings and informed case management.

### 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 confidentially 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
- This is an identified role for Aboriginal and Torres Strait Islander people, in accordance with the special measures provision of the Equal Opportunity Act 2010 (Vic).