



RUMBALARA
ABORIGINAL CO-OPERATIVE LTD.

Position Description

Position title	Night Patrol Worker - Casual
Position number	P2213
Employment status	Casual
Department	Justice and Community Services
Location	368-370 Wyndham Street Shepparton VIC 3630
Position reports to	Manager
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Classification	Social and community services employee – Casual/Level 1/Pay Point 1

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

The Night Patrol Program is a community-based intervention to improve personal and community safety through providing a free culturally safe transport service for Aboriginal people to their homes, or a safe place at night and to reduce the risk of Aboriginal people coming into negative contact with the police and/or the justice system.

Transport is provided within a 10-kilometre radius from Queens Garden in Shepparton, Kialla and Mooroopna on a Friday from 10:00pm to 12:00am, Saturday from 12:00am to 2:00am, Saturday 10:00pm to 12:00am and Sunday from 12:00am to 2:00am.

KEY SELECTION CRITERIA

Qualifications and Registrations

- Current full and unconditional Victorian Drivers Licence.
- Current Victorian Employee Working with Children's Check.
- Current National Police Check (not more than 3 months old).
- A current First Aid/CPR certificate or be willing to undertake the training at Rumbalara Aboriginal Co-operative Limited expense.
- Maintain COVID-19 Vaccination in accordance with Victorian Government Guidelines and RAC policies and procedures.

Knowledge and skills:

- Has an understanding of Rumbalara Aboriginal Cooperative Limited and its services.
- Safe driving in compliance with Victorian Road Rules and Legislation.
- Knowledge of the local area.
- Ability to use a GPS system in order to locate streets (if required).
- Good written and verbal communication skills.
-

KEY RESPONSIBILITIES

1. Technical Capabilities

- Responsible for the safety and wellbeing of passengers whilst providing transport.
- Delivering passengers to a safe place and/or home.
- Participate in ongoing training and continued professional development.
- Collecting relevant data according to funding agreement.
- Ensuring cleanliness of the Night Patrol vehicle according to RAC policies and procedures.

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.



RUMBALARA
ABORIGINAL CO-OPERATIVE LTD.

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.

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: