



RUMBALARA
ABORIGINAL CO-OPERATIVE LTD.

Position title	Program Manager of Alcohol & Other Drugs (AOD) and Social & Emotional Wellbeing (SEWB) Services
Position number	P2037
Employment status	Full Time
Department	Health and Wellbeing
Location	Knight Street, Shepparton
Position reports to	Executive Manager
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Classification	Social and community services employee – Full-time & part-time/Level 7/ 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 Manager of Alcohol & Other Drugs (AOD) and Social & Emotional Wellbeing (SEWB) Services will lead and oversee the development, implementation, and evaluation of Alcohol and Other Drugs and Social and Emotional Wellbeing Services within Rumbalara Aboriginal Co-operative Limited.

This role requires a deep understanding of culturally appropriate Alcohol and Other Drugs and Social and Emotional Wellbeing Services practices, within Aboriginal and Torres Strait Islander communities.

The Manager will ensure the delivery of high-quality, client-centered services, promote community well-being, and support the organisation's mission to improve health outcomes for Aboriginal and Torres Strait Islander peoples.

KEY SELECTION CRITERIA

Qualifications and Registrations:

- Degree in a relevant field such as Psychology, Social Work, Alcohol and Other Drugs (AOD)/Social and Emotional Wellbeing (SEWB) Services.
- Demonstrated experience in Alcohol and Other Drugs and Social and Emotional Wellbeing Services program management, preferably within an Aboriginal context.

Knowledge and Skills:

- Strong knowledge of Aboriginal culture, history, and social determinants of health.
- In-depth knowledge of Alcohol and Other Drugs and Social and Emotional Wellbeing Services issues, including relevant legislation, policies, and best practices.
- Ability to engage and communicate effectively with individuals and families from diverse cultural backgrounds.
- Demonstrated leadership, program management, and team supervision skills.
- Ability to work independently, manage competing priorities, and adapt to a changing work environment.
- Experience in report writing, managing contracts and funding submissions.

KEY RESPONSIBILITIES

1. Technical Capabilities

Program Management and Development:

- Develop, implement, and manage Alcohol and Other Drugs and Social and Emotional Wellbeing Services programs tailored to the needs of Aboriginal and Torres Strait Islander communities.
- Ensure programs are culturally appropriate, evidence-based, and aligned with best practices and legislative requirements.
- Monitor and evaluate program effectiveness, making recommendations for improvements as needed.

Leadership and Supervision:

- Provide leadership and supervision to a multidisciplinary team of Alcohol and Other Drugs and Social and Emotional Wellbeing Services professionals.
- Support staff through training, professional development, and regular performance reviews.
- Foster a positive and collaborative work environment that reflects the values and goals of the organisation.



Client and Community Engagement:

- Engage with clients and community members to understand their needs and ensure services are responsive and accessible.
- Develop and maintain strong relationships with local Aboriginal and Torres Strait Islander communities, including stakeholders, elders, and leaders.
- Advocate for the needs and rights of clients, ensuring their voices are heard in the planning and delivery of services.

Strategic Planning and Reporting:

- Contribute to the strategic planning of the organisation's Alcohol and Other Drugs and Social and Emotional Wellbeing Services.
- Prepare and present reports on program outcomes, service delivery, and community impact to the Executive Manager and other stakeholders.
- Identify funding opportunities and assist in the preparation of grant applications and funding proposals.

Compliance and Quality Assurance:

- Ensure compliance with relevant policies, procedures, and legislative requirements related to Alcohol and Other Drugs and Social and Emotional Wellbeing Services.
- Implement quality assurance processes to maintain high standards of service delivery.
- Address and resolve any issues or concerns related to service delivery or staff performance.

Advocacy and Policy Development:

- Advocate for policies and practices that support the Alcohol and Other Drugs and Social and Emotional Wellbeing Services needs of Aboriginal and Torres Strait Islander communities.
- Stay informed about emerging trends, research, and best practices in Alcohol and Other Drugs and Social and Emotional Wellbeing Services treatment.

Perform all other reasonable duties as directed, within the scope of your skills, competence, and training by Executive Manager or any other relevant Rumbalara personnel as appropriate.

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.



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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.
- NDIS screening 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: