



**RUMBALARA**  
ABORIGINAL CO-OPERATIVE LTD.

<b>Position title</b>	Team Leader - Aboriginal Child Specialist Advice Support Service (ACSASS)
<b>Position number</b>	
<b>Employment status</b>	Full Time
<b>Department</b>	Engagement and Family Services
<b>Location</b>	141-179 Echuca Road Mooroopna VIC 3629
<b>Position reports to</b>	Manager
<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award
<b>Classification</b>	Social and community services employee - Full-time & part-time/Level 6/ Pay Point 3

## ABOUT THE ORGANISATION

Rumbalara Aboriginal Co-operative (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 Aboriginal Child Specialist Advice Support Service (ACSASS) provides specialist advice and case consultation to Child Protection about culturally appropriate intervention in respect of all reports relating to alleged harm of children and significant decisions in all phases of child protection.

The Team Leader will be responsible in providing leadership and leading staff on a daily basis to engage, guide, supervise and support staff in the delivery of a cultural quality service.

In addition to providing specialist advice and case consultation to Child Protection about culturally appropriate interventions regarding all reports relating to alleged harm of children.

Advocate in all phases of Child Protection and to ensure all decisions that are made is in the best interests of the child, taking into account their connection to family and culture.

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

## KEY SELECTION CRITERIA

### Qualifications and Registrations:

- A relevant tertiary qualification in the field such as Social Work, Youth Work, or Community Services and/or extensive relevant experience, or a combination of experience, expertise, sufficient to perform the duties required.
- Preparedness to participate in an after-hours on call service.
- Ability to work flexible hours.
- Minimum 2 years of experience working in/with the Child Protection System.
- Knowledge and understanding of the Children, Youth and Families Act 2005 (Victoria) & Department of Families, Fairness, and Housing (Protective Service) procedures and policies regarding case planning.

### Knowledge and skills:

- Demonstrated commitment and understanding for the values that underpin Rumbalara Aboriginal Co-operative Limited vision and purpose.
- Sound knowledge and understanding of issues related to Aboriginal Child and Family Welfare and Child Protection Systems.
- Knowledge and demonstrated experience in applying Aboriginal Child Placement Principle.
- A strong understanding of child and adolescent development, intervention techniques and strategies related to the protection of children and young people from abuse and neglect.
- Ability to undertake team management, including monitoring, evaluation, and maintenance of standards.
- Demonstrated ability to build relationships and work collaboratively with internal and external stakeholders such as Child Protection and other services to advocate for the best interests of the client.
- Ability to communicate effectively both oral and written, including consultation and liaising sensitively and effectively with a wide range of organisations including government departments such as Department of Families, Fairness and Housing (DFFH).
- Demonstrated leadership experience and ability to supervise and train staff.



**RUMBALARA**  
ABORIGINAL CO-OPERATIVE LTD.

## KEY RESPONSIBILITIES

### 1. Technical Capabilities

#### Client and Community Engagement:

- Closely liaise with Department of Families, Fairness and Housing Regional Offices to establish good working relationships and partnerships.
- Consult, negotiate and liaise with other Aboriginal and non-Aboriginal agencies and with government departments to ensure appropriate services are provided to Aboriginal children and families.
- Be responsible for maintaining and updating knowledge in relation to relevant legislation, policies, processes, and templates, both internally and externally of the organisation.
- Manage a caseload, provide backup for staff and to be available to caseworkers by email/mobile phone except when otherwise negotiated.
- Participate in case planning meetings, Aboriginal and family group conferences and other meetings involving Aboriginal children and their families.
- Develop and maintain cooperative working relationships with external agencies and providers to optimise client service delivery and referral.
- Provide professional education to Aboriginal and non-Aboriginal services and community education to Aboriginal communities regarding the role of Regional Aboriginal Child Specialist Advice Support Service Program.
- 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.

#### Compliance and Quality Assurance:

- Be responsible for the implementation and daily operation of a high quality Aboriginal Child Specialist Advice Support Service program within the Goulburn region.
- Ensure that statistics are collated, recorded, and monitored for the Regional Aboriginal Child Specialist Advice Support Service program including quarterly reporting data.
- Ensure individual and staff awareness and compliance to Client Services policies, including cyber safety, substance abuse in out-of-home care, responding to children and young people with trauma related behaviour, responding to problem sexual behaviour, restraint, and critical incidents.
- Maintain accurate statistical data using organisations current data systems as required by Rumbalara Aboriginal Co-operative Limited and Department of Health and Human Services.
- Undertake accurate record keeping, including case notes, completed forms and reports as required according to program guidelines and agency registration obligations.
- Complete case management and maintenance of client files in line with legislative and policy requirements.

#### Leadership and Supervision:

- Provide direct supervision and support to Aboriginal Child Specialist Advice Support Service program staff.
- Manage the day-to-day operations of locally based Aboriginal Child Specialist Advice Support Service team including the direct supervision and support of staff.
- Manage a caseload, provide backup for staff and to be available to caseworkers by email/mobile phone except when otherwise negotiated.
- Guide staff within the program to embed relevant frameworks into their practices.



**RUMBALARA**  
ABORIGINAL CO-OPERATIVE LTD.

## **Program Management and Development:**

- Provide independent consultation advice to Child Protection on the best ways of keeping children and young people safe. This advice will include the importance of strong connection to Aboriginal culture, community and family when making decisions in the best interest of the child.
- Liaise and develop several external working relationships with Child Protection, Aboriginal and non-Aboriginal services.
- Be involved in the establishment, review and documentation of Policy, Procedures, Standard and practice models/frameworks.
- Be involved in staff recruitment, training, and appraisals.
- Be aware of and familiar with current policies, legislation, programs, and practices in relation to child welfare.
- Participate in training sessions, team and staff meetings including supervisors and state-wide unit meetings.
- Undertake interstate and/or interstate travel as required.
- Ensure Aboriginal culture is embedded throughout all aspects of the program to ensure cultural safety in all activities.
- Attend regular training, team meetings and other forums 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.

## **EMPLOYMENT CONDITIONS**

- Have a current National Police Check.
- Hold Valid Driver Licence, 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.

# Position Description



**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: