



RUMBALARA
ABORIGINAL CO-OPERATIVE LTD.

Position title	Team Leader of Alcohol & Other Drugs (AOD) and Social & Emotional Wellbeing (SEWB) Services
Position number	P2179
Employment status	Full time
Department	Health and Wellbeing
Location	Knight Street, Shepparton
Position reports to	Manager
Award	Social, Community, Home Care and Disability Services Industry Award 2010 or Health Professionals and Support Services Award (depending on qualifications)
Classification	Dependant on applicable award

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 Team Leader of Alcohol & Other Drugs (AOD) and Social & Emotional Wellbeing (SEWB) Services is responsible for leading a dedicated team focused on supporting Aboriginal and Torres Strait Islander communities in addressing issues related to alcohol and other drugs and enhancing social and emotional wellbeing. This role will involve program development, community engagement, and the delivery of culturally appropriate services.

In addition, the Team Leader will also have responsibilities including (but not limited to) supervision of staff, participation in reference groups and service development. The Team Leader will need to be highly motivated, enthusiastic and have a sound knowledge of Aboriginal culture and society with an ability to communicate effectively with Aboriginal people.

KEY SELECTION CRITERIA

Qualifications and Registrations:

- A relevant qualification in Social Work, Psychology, Community Development, or a related field.
- Experience in leadership roles within the Alcohol & Other Drugs (AOD) and Social & Emotional Wellbeing (SEWB) Services sectors, particularly with Aboriginal and Torres Strait Islander communities.
- Knowledge of the cultural, social, and historical factors affecting Aboriginal and Torres Strait Islander peoples.

Knowledge and skills:

- Highly developed leadership and communication skills including demonstrated ability to communicate effectively with a wide range of people, including the development of effective liaison with staff, families, community, health, education, and welfare services.
- A demonstrated appreciation of Aboriginal people and their culture, and the issues faced by the Aboriginal community, and their support needs in relation to alcohol and other drug problems, mental health, and wellbeing.
- Demonstrated ability to work effectively as part of a multi-disciplinary team, with flexibility and innovative ways of engaging with complex client.
- Well-developed written and computer skills is essential, with the ability to prepare detailed, logical, and concise reports and maintain records on a database.
- Must have the ability to network with other service providers and formalise linkages and protocols with other service providers.
- Experience in managing a multidisciplinary team of staff.

KEY RESPONSIBILITIES

1. Technical Capabilities

With the guidance of the Program Manager of Alcohol & Other Drugs (AOD) and Social & Emotional Wellbeing (SEWB) Services the Team Leader will assume leadership responsibilities, whilst collaborating to ensure the implementation of best practices in accordance with the organisation's policies, procedures, and funding obligations.

The key responsibilities include:

Leadership and Supervision:

- Provide effective leadership and supervision to the Team.
- Oversee the day-to-day activities of the team, ensuring adherence to organisational policies and procedures in line with funding obligations.
- Foster a positive and collaborative team culture, ensuring effective communication and mutual support among team members.

- Provide oversight for Alcohol & Other Drugs (AOD) and Social & Emotional Wellbeing (SEWB) Services, ensuring the delivery of high-quality care to clients.
- Conduct regular case reviews and consultations to support team members in complex cases.
- Stay up to date with the best practices and advancements in Alcohol and Other Drugs and Mental Health treatment modalities.

Program Development and Implementation:

- Support the Manager with the development and implementation of Alcohol & Other Drugs (AOD) and Social & Emotional Wellbeing (SEWB) Services programs in line with organisational goals and community needs.
- Collaborate with stakeholders to design and deliver evidence-based interventions and services.
- Monitor and evaluate program outcomes, making adjustments as needed to improve effectiveness.

Collaboration and Networking:

- Collaborate with external agencies, community partners, and stakeholders to enhance the continuum of care for individuals with Alcohol and Other Drugs and Mental Health needs.
- Establish and maintain positive relationships with relevant organisations to facilitate seamless referrals and coordinated care.

Risk Management and Compliance:

- Ensure team compliance with legal and ethical standards, including privacy regulations and professional codes of conduct.
- Manage risk within the team, identifying and addressing potential issues proactively.
- Stay informed about legislative changes affecting Alcohol and Other Drugs and Mental Health services.

Data Management and Reporting:

- Oversee accurate and timely documentation of client interactions, treatment plans, and outcomes.
- Generate and analyse reports to track key performance indicators and demonstrate program effectiveness.
- Support the Manager to ensure compliance with data reporting requirements imposed by funding bodies and regulatory agencies.

Intervention and Support:

- Provide guidance and support to the team in managing at-risk client situations effectively.
- Collaborate with services and other relevant parties to ensure a coordinated response to at-risk clients.

Budgetary Oversight:

- Support the Manager to oversee the team's budget effectively, allocating resources in alignment with program priorities.
- Identify best case scenarios for resource optimization.

Perform all other duties as directed by Program Manager.

2. Behavioural Capabilities:

- Act at all times to protect the rights of 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.
- Provide support and proactively engage with clients and the 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 organization'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.