



**RUMBALARA**  
ABORIGINAL CO-OPERATIVE LTD.

<b>Position title</b>	<p>Team Leader Kinship Care</p> <p><i>This is an Aboriginal and/or Torres Strait Islander designated position, classified under Section 12 Special Measures of the Equal Opportunity Act (2010).</i></p> <p><i>This employment opportunity is only available to Aboriginal and Torres Strait Islander peoples.</i></p>
<b>Position number</b>	P2132
<b>Employment status</b>	Full Time
<b>Department</b>	Engagement and Family Services
<b>Location</b>	Rumbalara Road, Mooroopna
<b>Position reports to</b>	Executive Manager
<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award 2010
<b>Classification</b>	<i>Social and community services employee – Level 6 pp3</i>

## 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

- To provide strong leadership to a team of workers who provide case management programs and appropriate responses in a timely manner, for children and carers that are highly vulnerable.
- The Program has statutory responsibility such as contracted case management to respond and manage the needs of children, their families and their carers.
- To oversee and maintain the responsibility of the staff operating in this space and also ensure those young people are referred and transition into Better Futures Home Stretch from 15 years and 9 months.
- To ensure young people are supported and linked with the relevant services to transition into independent living.
- To work with the Department of Families, Fairness and Housing (DFFH) to ensure the transition of Aboriginal children is occurring to meet case contracted kinship targets.
- To support Aboriginal children in Kinship placements to reduce placements in residential care services and foster care.
- To provide cultural sensitivity response to children and carers and ensure access to relevant cultural connections to maintain Aboriginal children's identity.

## KEY SELECTION CRITERIA

- Demonstrated experience in successfully leading a team which include capability to develop strategies to support members of a team.
- A demonstrated knowledge and clear understanding of the Children, Youth and Families Act 2005.
- Maintain a high standard of confidentiality and compliance.
- A clear understanding of the role to meet and fulfil the targets .
- A demonstrated knowledge of the local Aboriginal and Torres Strait Islander community and culture and an understanding of factors that influence the health and wellbeing of young Aboriginal people.
- Demonstrated assessment skills, the ability to manage referrals, liaise with providers and an ability to effectively apply case support practices.
- Demonstrated understanding of child age stages of development and factors that can impede a child's development; including indicators and patterns of behaviour that lead to cumulative harm.

## KEY RESPONSIBILITIES

### 1. Technical Capabilities

- Collect and maintain accurate client records using relevant computer software applications
- Facilitate access to a range of support services such as counselling, health & wellbeing, accommodation, education and legal aid
- Develop collaborative working relationships with a range of professionals to gain positive outcomes for clients
- Perform and complete any reasonable duties relevant to the position as requested by the Manager



The Team Leader will be responsible for the following:

- Supervision of staff in the contracted kinship program including formal and informal.
- Attend Practice Forums for Kinship, including phone link meetings.
- Participate in DFFH Transition of Aboriginal Children in care meetings.
- Maintain professional relationships and strong communication with DFFH Services, other agencies and stakeholders.
- Ensure program targets/referrals are accepted and processed in a timely manner.
- Ensure handover meetings are conducted with DFFH.
- Maintain program documentation and recording in accordance to Audit requirements.
- Ensure and monitor the annual updating of Aboriginal Cultural Support Plan's for those Aboriginal children in a Kinship placement.
- Ensure reporting and data collection is completed and processed to appropriate stakeholders as per required dates.
- Participate and attend workshops and meetings with stakeholders.
- Ensure DFFH, other stakeholders and agencies are mindful of connectedness to culture when supporting Aboriginal and Torres Strait children and their families.
- Participate in planning meetings with program teams.
- Encourage and support staff training and personal development.
- Support and provide leadership, information and assistance to programs.
- Encourage teams to promote and role model self determination to their client's and families.
- Ensure staff are giving clients, carers and families every opportunity to be connected to their culture.
- Promote and refer clients to the range of health and community services Rumbalara provide and referrals to external services.
- Report directly to Engagement and Family Services Executive Manager.
- Coordinate and facilitate team meetings and planning days.
- Manages the safety and risk assessment of children and young people referred to the service.
- Assist Aboriginal or Torres Strait Islander child or young person in kinship care to deal with specific issues such as how to negotiate age appropriate activities, reduce isolation, manage difficult relationships or plan for their transition to independence.

## 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.