

Position title	Koorie Families as First Educator Practitioner <i>This position is an Identified Aboriginal or Torres Strait Islander position only in line with 'special measures' under the Equal Opportunity Act 2010 Section 12 example 1.'</i>
Position number	P2015
Employment status	Full time
Department	Engagement and Family Services
Location	Echuca Road, Moorroopna
Position reports to	Team Leader
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Classification	Level 2, Pay Point 2 – 4 (based on qualifications and experience)

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 \$35+ 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
<p>The Koorie Families as First Educators Program is a child centred and family focused program. The aim is to increase parenting capacity of parents with Aboriginal and Torres Strait Islander children between the ages of 0-5 years.</p>
KEY SELECTION CRITERIA
<p>Qualifications and Registrations:</p> <ul style="list-style-type: none"> No qualifications required, preferably Certificate 4 in Community Services. <p>Knowledge and skills:</p> <ul style="list-style-type: none"> A demonstrated understanding of the issues impacting Aboriginal and Torres Strait Islander people and Communities. An ability to communicate effectively with Aboriginal and Torres Strait Islander people. Ability to maintain a high standard of confidentiality. Ability to carry a client caseload. An understanding of various government departments service systems, these may include Department of Education and Training (DET), Department of Families, Fairness and Housing (DFFH). An ability to represent the organisation in a professional manner.
KEY RESPONSIBILITIES
<p>1. <u>Technical Capabilities</u></p> <ul style="list-style-type: none"> Collect and maintain accurate client records using relevant computer software applications. Plan, be organised and demonstrate good time management skills. Liaise with Rumbalara Aboriginal Co-operative programs and employees, external health professionals and service providers. Provide opportunities for social connectedness, health promotion and development, including various groups. Participate in training and professional development opportunities relevant to the position as required. Provide or assist families, to access transport to attend mainstream and Aboriginal services appointments/events. Promote and provide families with educational and health and wellbeing information that contains mainstream and Aboriginal content. Work independently and in a multi-disciplinary team. Act all times in accordance with the policies and procedures of Rumbalara Co-operative. Contribute to and support the organisation's systems and processes for managing safety, quality and risk. <p>2. <u>Behavioural Capabilities</u></p> <ul style="list-style-type: none"> 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.