



RUMBALARA
ABORIGINAL CO-OPERATIVE LTD.

Early Years Project Worker

Position title	<i>Early Years Project Worker</i>
Position number	<i>P2202</i>
Employment status	<i>Full time (18 months fixed term)</i>
Department	Health and Wellbeing
Location	Rumbalara Road, Mooroopna
Position reports to	<i>Manager, RAC as appropriate</i>
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Classification	Level 2, PP1

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 Aging 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 240 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 early years project worker will work with our early years services including Maternal Child Health, Connected Beginnings, Midwife and KMS program. You will work with families, children and service providers to ensure children have access to early years services.

KEY SELECTION CRITERIA

Qualifications and Registrations:

- A relevant tertiary qualification in community services, childhood education, allied health, nursing, or qualification in a related field will be highly regarded.

Knowledge and skills:

- Experience in developing and maintaining successful partnerships with Aboriginal organisations and communities.
- Understanding of the EYLF (Early Years Learning Framework)
- Experience with working with, and an awareness of the issues that affect Aboriginal and Torres Strait Islander children and families, including the ability to build rapport with members of the local Aboriginal and Torres Strait Islander Community.
- The ability to communicate on a high level, liaise with key stakeholders, dealing with people (interpersonal skills and negotiation skills).
- The ability to work well and manage challenging and difficult situations.

KEY RESPONSIBILITIES

1. Technical Capabilities

- Provide practical assistance to children and families in accessing services and referrals and attending appointments.
- Ensure children and parents have access to culturally safe services by providing access to allied health services at Rumbalara.
- Work with educators, staff and families to help disengaged children to access early years allied health services.
- Work with families and medical staff to ensure childhood immunisations are up to date
- Provide assistance to early years General Practitioner and Maternal child health nurse in coordinating and following up on appointments
- Engage with staff and key stakeholders to determine gaps in early years services
- Provide detail reports to management and funding agencies
- Organise and run community events to promote early years and prevention programs
- Perform all other reasonable duties as directed, within the scope of your skills, competence and training by your managers 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

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