



**RUMBALARA**

FROM CRADLE TO DREAMTIME

# Career Pathways

RUMBALARA ABORIGINAL COOPERATIVE

*"From Cradle to Dreamtime"*



Give us a call  
Shepparton - (03) 5820 0000



Visit our website  
[www.rumbalara.org.au](http://www.rumbalara.org.au)



Visit us  
39 Archer Street, Mooroopna VIC  
3629



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[rumbalaracoop](https://www.instagram.com/rumbalaracoop)



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Rumbalara Aboriginal Cooperative



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Rumbalara Aboriginal Cooperative

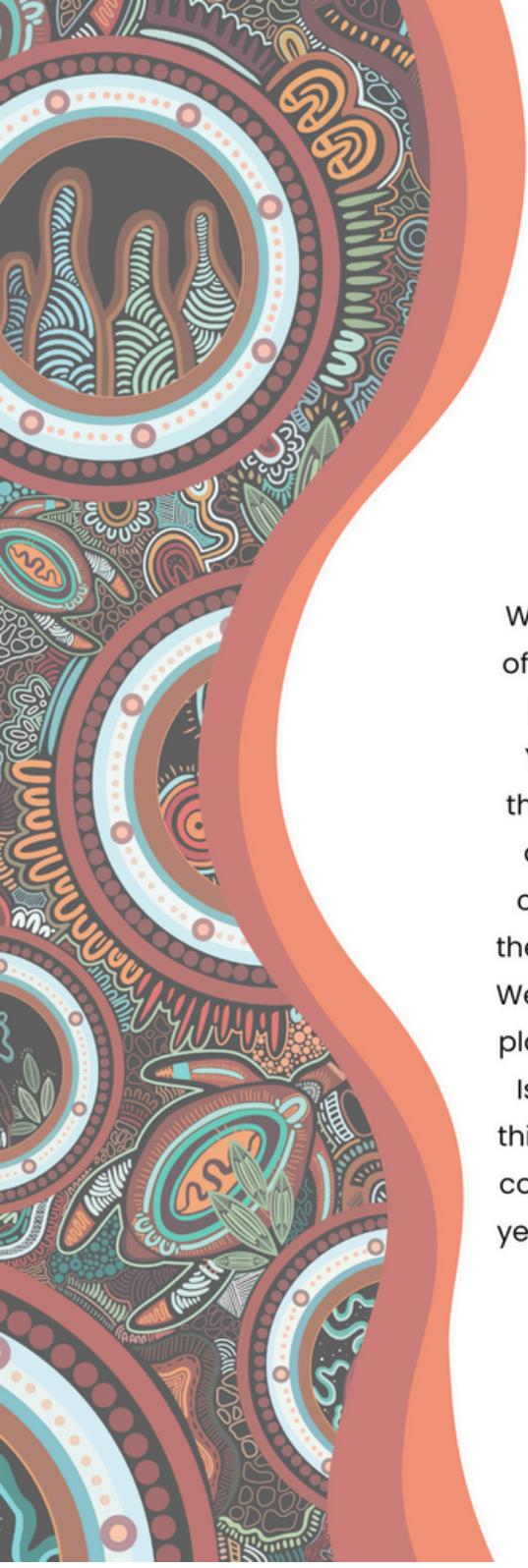


**RUMBALARA**



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# **RUMBALARA**

**ABORIGINAL CO-OPERATIVE LTD**

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We acknowledge the Traditional Owners of the lands and waterways on which we live and work, the people of the Yorta Yorta Nations. We pay our respects to their Elders past, present, and emerging, and honour the richness of their living culture and the enduring contributions they make to the Goulburn Murray region. We also recognise the unique and sacred place held by Aboriginal and Torres Strait Islander peoples as the First Peoples of this continent. Their deep and continuous connection to Country spans over 60,000 years and continues to shape the story of this Land that we share.

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# Meet Our CEO Felicia Dean

## Local Yorta Yorta / Taungurung Winya Woman



Felicia is the Chief Executive Officer (CEO) of Rumbalara returning in September 2019 after being away for 6 years and being in the position for 10 years previously.

Felicia has a strong background in Aboriginal Affairs and the Aboriginal Community Controlled Sector and firmly believes in the ACCO model with its foundation based on Self Determination, and flexibility as the way forward for addressing the disparity across Australia for Aboriginal Communities.

Felicia is a Board member of several Aboriginal Organisations across the State, and an active Community member who often volunteers at local events and activities in her free time.

Felicia first started at Rumbalara Aboriginal Co-operative Ltd. as an Aboriginal Health worker, working initially in the Health Service in the Nutrition Program then moving across to the Mental Health team to support the Woongi Mental Health research project.

Rumbalara have supported Felicia to undertake further study via Ballarat University now Federation University to complete both a Diploma and Advanced Diploma in Business Management. When Felicia completed her studies she took on the Inaugural Deputy CEO role. Eighteen months later, Felicia stepped into the CEO role at aged 35.



- 2 Daughters, 5 Grandchildren
- Bachelor of Education
- Diploma of Teaching
- Advanced Diploma of Business Management
- Graduate Certificate in Leadership and Governance
- Business Owner of *The Connection* Shepparton

*Felicia has been running The Connection for 10 years. The function and conference centre (which includes a restaurant) has a focus on modern bush foods and delicacies.*

# OUR LOCATIONS~SERVICES

## ✓ Justice & Community Services

03 5820 0010 : 368-370 Wyndham St Shepparton

## ✓ Medical Services

03 5820 0035 : 20 Rumbalara Road Mooroopna

## ✓ Dental Services

03 5820 0080 : 20 Rumbalara Road Mooroopna

## ✓ Engagement & Family Services

03 5831 2010 : 141-179 Echuca Rd Mooroopna

## ✓ Woongi Unit (AOD & Mental Health)

03 5822 5640 : 170 Knight St Mooroopna

## ✓ Positive Ageing & Disability Services: NDIS

03 5822 2866 : Cnr Numurkah Rd & Graham Street Shepparton

## ✓ Positive Ageing & Disability Services: NDIS - Swan hill

03 5032 1580 : 62 Campbell St Swan Hill

## ✓ Elders Facility

03 5820 6200 : 95 Ford Rd Shepparton

## ✓ Public Intoxication Response

0477 093 055 : 73 Numurkah Rd Shepparton

## ✓ Housing and Homelessness

03 5822 5670 : 141-179 Echuca Rd Mooroopna

## ✓ Seymour Corporate

03 5820 0000 : 65 Anzac Ave Seymour

## ✓ Starritt Rd Farm

455 Starritt Rd Mooroopna North West

## ✓ Corporate Head Office

03 5820 0000(8) : 39 Archer St Mooroopna



**RUMBALARA**  
ABORIGINAL CO-OPERATIVE LTD

# Rumbalara Jobs & Services

So many pathways for you to succeed...



## Health & Wellbeing

Health & Wellbeing support the health and wellbeing of our community. We also have a Medical and Dental Clinic.

*Jobs Include:*

- Nurses/Doctors
- Mental Health Clinicians
- Aboriginal Healing Practitioners
- Medical Drivers
- Dentist/Dental Assistants
- Reception/Administration
- Business Support
- SEWB Workers
- AOD Counsellors/Support Workers



## Maintenance/Farming

Our maintenance team does a variety of different duties across the organisation. This includes the maintenance of our facilities including the Starritt Road Farm.

*Jobs Include:*

- Landscaping
- Gardening
- Labour Work
- Cleaning
- Farm Manager
- Farm Worker
- Bee Keeper
- Horticulturist



## Engagement & Family

This area supports families and children who may be in crisis regarding safety issues and/or homelessness. It also supports schooling programs and activities for children.

*Jobs Include:*

- Receptionist / Administration
- Kinship Case Mangers
- Homework Teachers
- Support Workers
- Foster Care Workers
- Boorai Family Practitioners
- Targeted Care Package Workers
- Galnya Yarka Support Workers



## Corporate Services

Corporate Services at Rumbalara encompasses a range of activities related to business operations and compliance.

*Jobs Include:*

- Administration / Receptionist
- People / Culture Officers
- Accountants
- Business Support
- Payroll Officers
- Workforce Development Officer
- Communications / Public Relations
- Cultural Advisors



## Positive Ageing & Disability

At Positive Ageing & Disability Services, we look after community from the age of 18 up to 65 years who live independently (at home). We have a range of careers that support with facilitating activities/games, support workers (cleaning/shopping), transport drivers and more!

*Jobs Include:*

- Home / Community Care Workers
- Aboriginal Disability Liaison Officers
- Cleaners
- Support Workers / Co-Ordinators
- Case Managers



## Aged Care

Rumbalara has an Elders Facility where our most vulnerable and respected Elders reside. The facility has nurses, doctors, personal assistants, chefs, administration staff and more career opportunities.

*Jobs Include:*

- Receptionists / Administration
- Food Handling Assistants
- Laundry Assistants
- Chefs / Cooks
- Activities / Leisure Co-ordinators
- Nurses / Support Workers
- Personal Care Assistants (PCA's)



## Justice & Community

This area supports young people at risk within the justice system. Justice and community also advocate in Legal Forums with Victoria Police and other associated services. We also provide an Aboriginal mentoring programme.

*Jobs Include:*

- Youth / Local Justice Workers
- Mentors
- Case Workers
- Receptionist / Administration
- Counsellors
- Aboriginal Family Violence Practitioners
- Night Patrol Workers



## Homelessness & Housing Support

We aim to achieve positive health and wellbeing outcomes for Aboriginal and Torres Strait Islander people who are homeless or at risk of homelessness through support and access to appropriate and affordable long-term housing.

*Jobs Include:*

- Housing Manager
- Aboriginal Private Rental Assist Broker
- Housing Support Worker
- Supported Accommodation Assistance Program Worker
- Innovative Health Support for Homeless Youth





**RUMBALARA**  
ABORIGINAL CO-OPERATIVE LTD



# Career Pathways

## Work Experience Placement

**Here's how to get started:**

**Explore:** Think about the different roles at Rumbalara and what interests you.

**Yarn:** Have a chat with your family, friends, Koori Educators, or school staff to get some ideas.

**Apply:** Send an expression of interest to the Workforce Development Team.

**Get Organised:** Your school's Careers Practitioner will assist with the work experience form. Make sure it's signed by your parent/guardian, the school, Rumbalara and yourself.

## School-Based Traineeships

**Here's how to get started:**

**Experience:** Start with work experience at Rumbalara in a field that excites you.

**Yarn:** Talk with family, friends, Koori Educators, or school staff about doing a School-Based Traineeship.

**Meet:** Sit down with your School Careers Practitioner to map out your plan.

**Connect:** Your school will contact Headstart to arrange a meeting with Rumbalara, your parent/guardian and yourself.



**Get Rewarded**  
Receive a gift voucher when you finish.



**Work with Mob**  
Be supervised in a culturally appropriate environment.



**Get Mentored**  
Receive support and mentoring during the experience.



**Get Paid**  
Work one day a week and get paid!



**Get Qualified**  
Complete a certificate while you're still in school.



**Get Mentored**  
Receive support and mentoring on the job.



**Email us**  
[racreception@raclimited.com.au](mailto:racreception@raclimited.com.au) or  
call 5820 00000 (dial 8)



**APPLY NOW**

# Pathway to your Career

**Job Ready!**

## Interview!

If you are successful of obtaining an interview, a staff member from people & Culture will contact you about an interview.

**You are now job ready!**

Rumbalara will contact you and offer you a contract to sign and complete!

## Submitting your resume!

You can submit your resume online OR contact our friendly staff and have a yarn about how to submit your resume. We can also discuss what positions are available and what you might be interested in. Call 58200 000 today!

## Reference check!

If you are successful, you will be shortlisted. People & Culture will contact both of your references.

## Police Checks!

Police, Working with Children and other checks are required. Our People & Culture team can assist with this. We can even cover the costs for some of these checks.

## Create a Resume!

Include any working experiences you may have, including your subjects at school. Places such as Ganbina, job providers, GoTafe, Rumbalara Football Netball Club or your school can help you create a resume.

## Start Here

Go to our website!  
[www.rumbalara.org.au](http://www.rumbalara.org.au)

Check our careers page on our website and see what jobs are available.





# Further Education

At Rumbalara, we actively encourage our staff to pursue further study and professional growth. We offer financial support and dedicated mentorship to help our team build the skills and knowledge needed to thrive in their roles. Below are some of the common courses our staff have completed, either before joining us or while working with us through traineeships and supported professional development opportunities.

**Cert III Individual Support**

**Diploma Mental Health**

**Diploma of Nursing**

**Cert IV in Community Services**

**Cert III in Business/Admin**

**Cert III in Dental Assisting**

**Bachelor of Social Work**

**Cert IV Leisure & Health**

**Diploma of Leadership & Management**

**Diploma of Counselling**



**Rumbalara  
has Expanded**

**65 ANZAC AVENUE, SEYMOUR**



We are pleased to inform you that Rumbalara staff will be rotating through our Seymour Office by appointment to support clients in the Seymour area. Currently, our support involves outreach to existing clients, but we anticipate expanding our services over time to provide direct support from the Seymour Office. In the meantime, we encourage Community Members to reach out via phone or email to the services they are connected with or need assistance from (see details on page 3).

## ***Our latest Mooroopna location***



As an Aboriginal Community Controlled Health Organisation (ACCHO), we are proud to see growing recognition and investment from Government, enabling us to deliver more holistic and culturally safe care to our community.

In response to this growth, Rumbalara is creating more opportunities and roles for our mob, as we continue to grow alongside our Community.



# Andrew Atkinson

## ABOUT ME

My name is Andrew (Drew) Atkinson and I am a Yorta Yorta man.

I started work with Rumbalara Aboriginal Co-op, on and off, since 2003. I first began my role working with the then, Home and Community Care (HACC) Service as a Garden/Maintenance Crew member as well as a HACC Driver to support clients to and from their services.

Over the years I found several jobs doing labour work. I finally found a permanent position in 2013, at the Rumbalara Aged Care Facility after briefly working as a Medical Driver. I am the Leading Hand for the Maintenance/Care Taker Role.

My duties at the Rumbalara Elder's Facility (REF), are maintaining the grounds, Activity Centre and inside the Elders Facility. Other duties extend to maintenance and repairs to other RAC properties when required. I oversee two wonderful young gentlemen.

I really enjoy my role at Rumba as it rewards me with opportunities to engage with the Elder residents. That truly does humble me, along with being a member of our Aboriginal community.



**MAINTENANCE  
TEAM LEADER**

***I really enjoy my role at Rumba as it rewards me with opportunities to engage with the Elder residents***

# Shannon Firebrace

## ABOUT ME

My name is Shannon Firebrace and I am a proud Yorta Yorta man.

My career started when I worked in a factory after I dropped out of High School in Year 9.

After working in mainstream for a long time, I knew I wanted a change. I was passionate about working with Elders and my community.

I applied for a role at Rumbalara and started working as a casual at the Rumbalara Elders Facility. My role was Food Service Assistance.

I used this opportunity to develop a meals program called 'Kalinya Jellgan' to show my workplace, that I could bring in my project management skills. After a year, I thought I'd apply for the Service Delivery Manager role within Positive Ageing & Disability Services. It felt like a natural step to progressing my career. I was successful in obtaining this role.

This role allows me to bring in my cultural knowledge in to practice. It also provides me with the opportunity to share my thoughts and vision of how we look after our Elders and community members with all abilities.

With the support from the CEO and Executive team, this role has allowed me to grow within myself, and within the organisation.



**SERVICE DELIVERY  
MANAGER**

**My job has  
helped me  
build my  
confidence**

# Lee James

## ABOUT ME

My name is Lee James and I am a proud Yorta Yorta man.

I started working for Rumbalara in 2015 as a casual worker, doing mentoring for Aboriginal men at Justice. After working 2 days per week, I ended up doing a couple of Full-time positions: 'Men's Time Out Worker' and a 'Case Manager'.

After a few years with Justice, I wanted a change in my career. I then moved to the Elders Facility in Ford Road Shepparton, and became a Maintenance/Care Taker.

I'm really good at practical work. So I was able to use my skills for this role.

In 2021, I had the opportunity to apply for a Management role at the Rumbalara Starritt Rd Farm. After going through the interview process, I got the job!

Now, I manage 3 trainees and supporting these young Aboriginal men, they have developed many skills, including regenerative farming, bee-keeping and core business skills as part of a Certificate III in Horticulture (Regenerative Farming).

I'd love to see the Farm reach its full potential and become a place for cultural learning, mentorship, bee farming and a place to plant native flowers.



FARM MANAGER

*I never thought I would be a manager* ”



## Meet Frances

### A Rumbalara Success Story!

Frances began her journey with us as a casual receptionist.

With determination and support from the team, she quickly progressed to a full-time traineeship, completing her Certificate III in Business Administration.

Just two years later, Frances stepped into the role of Workforce Development Officer. Her story is a powerful reminder that growth, learning, and leadership are possible when you're supported by the right people and environment.

You too could start your journey with us where opportunity, community, and culture come together.

# Casual Receptionists Needed!

## WHY JOIN US?

- Gain real work experience
- Step into a full-time career with Rumbalara
- Many of our casual receptionists moved into full-time roles across the organisation



### Work with Mob

Be supervised in a culturally appropriate environment.



### Get Mentored

Receive training, support and mentoring during the experience.



### Get Qualified

Explore your interests and apply for a traineeship on the job.

**Email us**  
[racreption@raclimited.com.au](mailto:racreption@raclimited.com.au) or  
call 5820 00000 (dial 8)

**APPLY NOW**

# Checklist for applying for a Job with us!

## How do you know what jobs are available?



**Give us a call**  
Shepparton - (03) 5820 0000

**Visit us**  
39 Archer Street, Mooroopna VIC  
3629

**Follow us on Facebook**  
Rumbalara Aboriginal Cooperative



**Visit our website**  
[www.rumbalara.org.au](http://www.rumbalara.org.au)

**Follow us on Instagram**  
rumbalaracoop

**Find us on LinkedIn**  
Rumbalara Aboriginal Cooperative

Check online at  [seek](https://www.seek.com.au/rumbalara-jobs)  
<https://www.seek.com.au/rumbalara-jobs>

<https://www.facebook.com/rumbalaracoop>

## Are all of our jobs listed online?

Not always, we have a large pool of casual staff in areas such as:

- Endorsed Enrolled Nurses
- Registered Nurses
- Personal Care Attendants (PCA's)
- Cleaners/Laundry Assistants
- Assistants / Receptionists
- Food Assistants

Many of the roles may be in the interview stage or at the re-advertising stage and not listed online, it is always worth making an enquiry in person or via email.

## What attributes do we look for?

- Experience in working in an Aboriginal organisation and / or strong knowledge of Aboriginal culture, aspirations, and self- determination
- Compassion, empathy, and an understanding of the contributing factors that influence Aboriginal health. Lived Experiences
- Desire to learn new skills
- Excellent administration, communication, written and verbal skills
- Well-developed computer skills
- A genuine desire to support community members

## What opportunities are available?

- Full time
- Part time
- Casual
- Trainee
- On-going (permanent)
- Fixed Term
- Work Experience
- Placement hours
- Internships
- Scholarships
- School Based Apprentices

If you give us a call or drop into Head Office with your resume, we can consider you for available roles.



# Helpful things to know before starting work:

## Hours and shifts (for part time/casual employees)

What are the minimum hours you will work each week?

\_\_\_\_\_ hours per week

If you have limited availability, what are your current rostered days and hours?

My current work/unavailability roster is:

Mon \_\_\_\_\_  
Tues \_\_\_\_\_  
Wed \_\_\_\_\_  
Thur \_\_\_\_\_  
Fri \_\_\_\_\_  
Sat \_\_\_\_\_  
Sun \_\_\_\_\_

My working hours will be variable (casual)

## Flexible work

Do you need to request flexible working arrangements from us? If yes, record the details here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Reasonable adjustments to your workplace

How can our workplace be changed or improved to help you do the job:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Some things we need before you start work with us

- Your Covid Vaccination status
- Police Check
- Working With Children Check
- Copy of your driver's licence (if needed)

## Do you know what leave you are entitled to?

### Types of Leave

- Annual leave
- Personal/carer's leave
- Compassionate leave
- Community service leave
- Family and domestic violence leave

## Things to find out on your first day at work

- Anything that you have not been able to answer above!
- Where should you store your personal items i.e. bag, wallet?
- What do you do if there is a fire or other emergency?
- What the rules are about making personal calls, using social media, or having visitors at work?
- Who should you contact if you are sick or running late?
- Who should you ask if you have questions about your job?

## Fair Work Information Statement

Have you received a Fair Work Information Statement from your employer? If you are a casual employee, have you also received a Casual Employment Information Statement?

- Yes  
 No, I need to follow this up with my employer.

## Your first day

Where do you need to go on your first day?

\_\_\_\_\_

What time do you start on your first day?

\_\_\_\_\_

Who do you need to report to on your first day?

I need to report to

\_\_\_\_\_



# Helpful things to know before starting work continued....

## Paperwork

Have you signed and completed all the paperwork you need to give your employer?

- Letter of offer /employment contract
- Tax File Number declaration form
- Superannuation choice form

[The ATO](http://www.ato.gov.au) can provide you with more information about taxation and superannuation at [www.ato.gov.au](http://www.ato.gov.au)

- Other (e.g. deductions, policies):
- 

## What information do you need to take on your first day?

- Bank account details
  - Tax file number
  - Licences e.g. Drivers Licence, Forklift Licence, RSA
  - Passport and visa (if you are visiting and working in Australia)
  - Proof of age (if you are under 21)
  - Qualifications and/or school records
  - Apprenticeship or traineeship papers
  - Emergency contact details
  - Other:
- 

## Uniform

Do you have to wear a uniform for work?

- Yes, my employer has already provided it/will provide it on my first day
- Yes, I need to buy the uniform
- No, but I understand the dress code

## Tools

Do you need tools for work?

- Yes, my employer has already provided them/will give them to me on my first day
- Yes, I need to bring/buy my own tools

## Award/agreement

What's your award or agreement?

My award/agreement is:

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- I am award/agreement free

To find out [more about Awards](http://www.fairwork.gov.au/awards) go to [www.fairwork.gov.au/awards](http://www.fairwork.gov.au/awards)

## Employment type

What type of employee are you?

Select those that apply to you:

- Full time
- Part time
- Casual
- Junior
- Apprentice/trainee
- On-going (permanent)
- Fixed Term

## Probation

Do you have to complete a probationary period?

- Yes, my probation period is from:

\_\_\_\_\_ to \_\_\_\_\_

- No, I do not have a probationary period

## Duties

What are the main duties of your job, did your employer give you a position description (PD)?

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# Helpful things to know before starting work continued....

## What is your hourly rate of pay?



My rate of pay is \$ \_\_\_\_\_

How you will be paid?

- Direct deposit
- Cheque
- Cash

## When is your first pay date?

My first pay date is \_\_\_\_\_

## How often will you be paid?

- Weekly
- Fortnightly
- Monthly
- Other:  
\_\_\_\_\_

## How will you be given your payslip?

- Hard copy
- Email
- Mail
- Other:  
\_\_\_\_\_

## Where will you find your roster?

\_\_\_\_\_

## Meal and rest breaks

What meal and rest breaks am I entitled to?

\_\_\_\_\_

\_\_\_\_\_



*Tip: It's a good idea to keep your own diary to record:*

- the dates you worked
- the time you started and finished
- your break times
- the name of your supervisor on your shift
- any leave you take

*ASIC have free Be MoneySmart online training modules to help apprentices and VET school students manage their money and learn skills that will help them in the future.*

*For more information refer to their website at <https://moneysmart.gov.au/#tools-and-resources>*

# Good Luck!





# CULTURAL TOURS

RUMBALARA ABORIGINAL CO-OPERATIVE

Rumbalara Aboriginal Co-Operative offer Cultural Tours for community organisations, corporate partners and educational departments.

Uncle Lance James and Aunty Cheryl Bourke have a wealth of knowledge about Aboriginal history and on country practices.

We are excited to share our rich culture, which has continued for hundreds and thousands of years.

FULL TOUR	3HOURS	\$900
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- Max 30 People. (Over 30 people - necklace charged at \$15pp)
- Smoking Ceremony
- Slideshow of RAC
- Tour of the Original House & War Memorial
- Journey to the Flats

SHORT TOUR	1HOUR	\$600
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- Maximum 10 people
- Tour of RAC
- Slideshow of RAC
- Smoking Ceremony
- Tour of Shack on RAC

*Please note: Bookings are essential. Please call our Corporate office for any queries. Our tours operate during the mornings on Tuesdays, Wednesdays and Thursdays, other days can be negotiable.*



Call:  
5820 0000 (8)



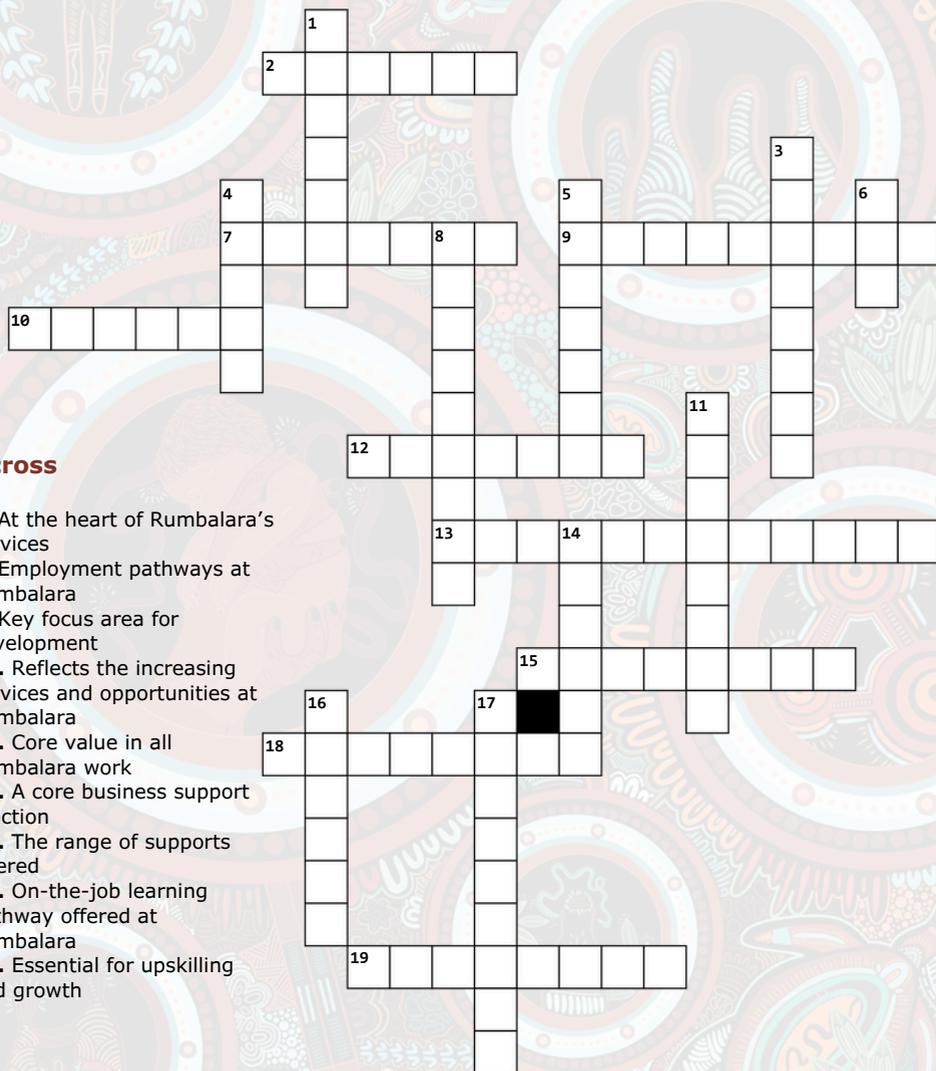
Email:  
racreception@raclimited.com.au

*For below services only please contact Yorta Yorta Nation Aboriginal Corporation: 03 5832 0222 or reception@yynac.com.au*

*Welcome to Country - Smoking Ceremony* **18**



# Rumbalara Career Pathways Crossword



## Across

**2.** At the heart of Rumbalara's services

**7.** Employment pathways at Rumbalara

**9.** Key focus area for development

**10.** Reflects the increasing services and opportunities at Rumbalara

**12.** Core value in all Rumbalara work

**13.** A core business support function

**15.** The range of supports offered

**18.** On-the-job learning pathway offered at Rumbalara

**19.** Essential for upskilling and growth

## Down

**1.** Guidance provided to staff for growth and development

**3.** Community service delivery approach

**4.** Aboriginal Community Controlled Health Organisation (acronym)

**5.** Regional office location

**6.** Refers to Aboriginal community members

**8.** The Aboriginal Cooperative offering a wide range of support services

**11.** The kind of care Rumbalara is committed to delivering

**14.** Respected members of the community

**16.** A role that supports client access

**17.** Central to Rumbalara's vision for community health



*If you are interested in working for Rumbalara Aboriginal Cooperative, please go to:*

 [www.rumbalara.org.au](http://www.rumbalara.org.au)

or

 5820 0000 (8)

*and speak to our People & Culture Team.*



**Heart Of Community | Holistic | Integrated | Respectful**

We commit to work in partnership with individuals, families and community, to support them in achieving an optimal quality and standard of living. Through active partnerships we will strengthen Health & Culture.

**Our People, Our Way!**

Artwork By: Alkina Edwards