



**RUMBALARA**  
ABORIGINAL CO-OPERATIVE

# 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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# How to Start Finding your Career

## **Explore your interests**

Finding a career you're interested in is the most important step in narrowing down your job choices. You can get started by taking some time to reflect on your interests or hobbies and think of ways they might translate into a career. Consider taking online career tests to figure out occupations and job titles that align with your personality and interests.

## **Make a list of occupations**

Start writing down a list of any jobs that capture your interest. Consider making a list broken up into larger categories and then writing down specific job titles under each one. For instance, if you are interested in health and well-being, start with a healthcare category and then list all the job titles you may want to pursue, such as becoming a Nurse or an Aboriginal Health Practitioner.

## **Research requirements**

Take your list of occupations and start doing some research about each one. Try to find out what your average day in this career is going to look like. You may also want to think about whether a job can support the lifestyle you aspire to have. As you learn more about each career, you can begin to narrow down your list. Consider the following factors:

- Educational requirements
- Training
- Skills
- Job outlook
- Salary
- Duties and responsibilities



# Rumbalara Jobs & Services

So many pathways for you to succeed...



## Health & Wellbeing

Health & Wellbeing has many different kinds of employees who support the health and wellbeing of our community. We also have a Medical & Dental Clinic.

Some of the jobs in this area are:

- Nurses/Doctors
- Aboriginal health Promotion
- Aboriginal health Practitioners
- Medical Drivers
- Dentist
- Reception/Administration
- Business Support



## Maintenance

Our maintenance team does a variety of different duties across the organisation such as landscape/gardening, any labour work, instillation and any other duties to maintain all departments and Rumbalara property.

Some of the jobs in this area are:

- Landscaping
- Gardening
- Labour Work
- Instillation



## 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.

Some of the jobs in this area are:

- Home Work Teachers
- Support Workers
- Case Managers
- Team Leaders



## Corporate

Corporate Services has a range of roles and responsibilities that looks after the internal sides of the organisation. This includes areas such as: HR, OH&S, Business Support, Finance, Communications and Workforce Development.

Some of the jobs in this area are:

- Payroll
- Workforce Development Officer
- Administration/Receptionist
- Project Officer





## 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!

Some of the jobs in this area are:

- Cleaners
- Support Workers
- Support 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.

Some of the jobs in this area are:

- Nurses
- Food Handle Assistants
- Chef
- Support Workers
- Personal Care Assistant



## Horticulture

Our Horticultural area looks after a Bee Farm in Mooroopna. The farm supports a range of agriculture and horticulture enterprises with a strong focus on Aboriginal cultural practice and knowledge. Rumbalara is able to produce our own honey to sell to community in the near future.

Some of the jobs in this area are:

- Farm Manager
- Farm Workers



## Justice & Community

This area supports community with a range of supports who assist young people at risk within the justice system, supporting community who are in crisis, advocate in Legal Forums with Police and associated services and we provide an Aboriginal mentoring programme.

Some of the jobs in this area are:

- Youth Workers
- Mentors
- Case Workers
- Reception



# Further Education

At Rumablara, we encourage our staff to further study. We can provide financial supports to equip staff with the skills needed for their job.

Below are some of the common courses that staff have completed, both prior to employment with us, and whilst on the job through supported professional development.

**Cert III Aboriginal Health Worker**

**Diploma Human Resources**

**Diploma of Nursing**

**Cert IV in Mental Health**

**Cert III in Aged Care**

**Cert III in Early Childhood Education**

**Bachelor of Social Work**

**Bachelor of Nursing**

**Diploma of Leadership & Management**

**Cert III Pathology Collection**



# Pathway to your Career

## 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!



## Start Here

Go to our website!  
[www.rumbalara.or.au](http://www.rumbalara.or.au)  
Check our our careers page on our website and see what jobs are available.

## Create a Resume

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

## Interview

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

## Job Ready!

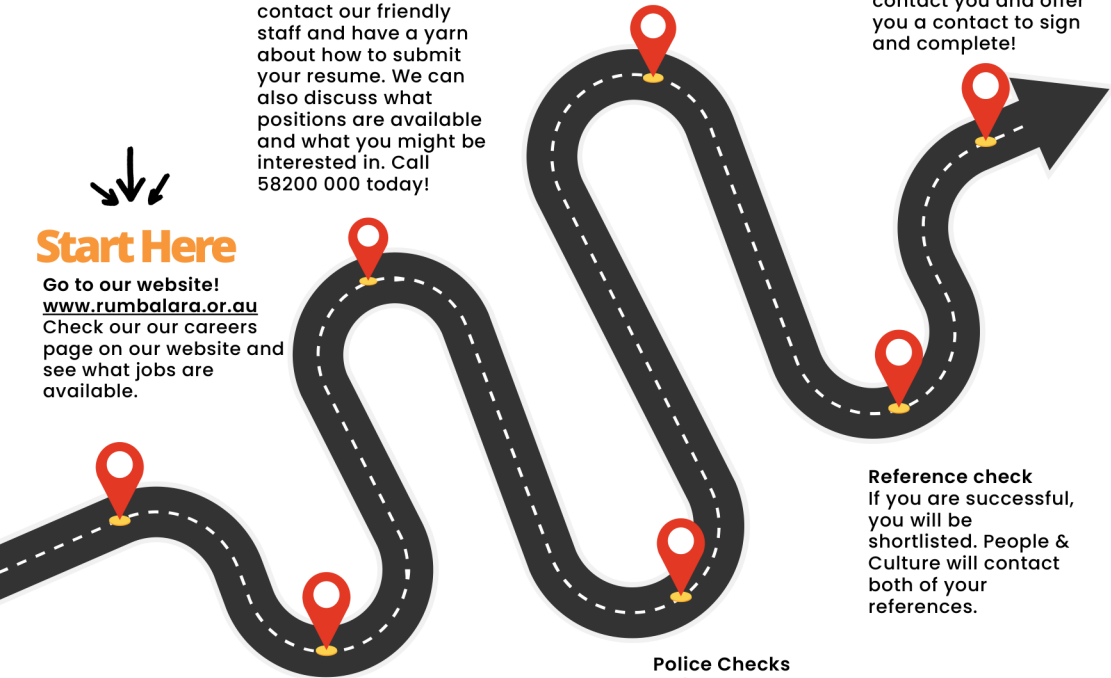
You are now job ready! Rumbalara will contact you and offer you a contact to sign and complete!

## Reference check

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

## Police Checks

Police checks and other checks are required. Our People & Culture team can assist you on how to do this. We can even cover the costs for some of these checks.



# Cover Letter Example

Contact your school, job or training provider to assist you

<Your name here>  
<Your contact number>  
<Your email address>  
<Suburb, State POSTCODE>

<Date>

<Hiring manager's name>  
<Company>  
<Company address>  
<Suburb, State POSTCODE>

Dear <insert hiring manager's name>,

Re: <insert role title> position

<Beginning a career opener example>

I'm starting out my career in <insert industry name> with a strong focus on <insert relevant technical skill>. That's why <insert role title> role is so appealing to me.

OR

<Industry-specific opener example>

I've always appreciated uniqueness when it comes to homewares, and prided myself on helping others to furnish their homes in a way that tells the unique story of their life. That's why I was so excited to see the position of <insert role title> at <insert company name> advertised on SEEK.

OR

<Company-specific opener example>

<Company name> has been of interest to me since embarking on its mega store approach to retail. I was also impressed with the profile of your managing director <name>, which I read in the Retail Journal late last year.

I'm confident that I am a great match for the role of <insert role name>, and can use my skills, experience and attributes to help <insert company name> reach your goals:

- **<Experience>** Include a sentence on your relevant experience.  
*For example: 'I have six years' experience working on the shop floor in two highly competitive industries.' Also highlight any specific industry knowledge that you can bring to the role.*
- **<Skills>** Highlight your most important core skills that talk to the key selection criteria for the role, e.g., 'I have strong written and verbal communication, and I am able to work to tight deadlines.'
- **<Attributes>** Include any personal attributes that show you are an excellent fit for this specific role, e.g., 'I pride myself on being proactive. I developed a new training process and accompanying manual for new starters,' or 'I'm a strong leader and enjoy motivating my team. I manage three salespeople that have continued to hit targets, month on month.'
- **<Performance>** Promote a key achievement or result you're proud of that specifically relates to the role. For example: 'In my time at my current place of employment I have signed on 85 new clients and exceeded sales targets by 20% in two consecutive years.'

I welcome the opportunity to speak with you in more detail about this position and how I could use my skills to benefit your organisation.

Thank you for considering my application. I look forward to hearing from you.

Yours sincerely,

<Your name>

## ABOUT ME

# Shannon Firebrace

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

My career started when I worked for a factory. 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 Executive team and the CEO, this role has allowed me to grow within myself, and within the organisation.



**SERVICE DELIVERY  
MANAGER**

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



”

**Rumbalara has a  
friendly workplace and  
a commitment to  
Aboriginal community.**

**- Staff Member**

# Lee James



FARM MANAGER

*I never thought I would be a manager* ”

## ABOUT ME

9

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 within 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 a 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 under my wing. By supporting these young Aboriginal men, they develop skills for 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.



NURSE STATION

# *Rumbalara is Expanding*

*If you are interested in  
working for Rumbalara,  
please go to our  
website*

*[www.rumbalara.org.au](http://www.rumbalara.org.au)  
or call us on 58 200  
000 and speak to our  
People & Culture team.*

As an Aboriginal Community  
Controlled Health Organisation  
(ACCHO), we are seeing an  
increase of services and funding  
from government – so we can  
offer holistic care to our  
community. Due to this,  
Rumbalara are developing more  
roles for our mob as we are rapidly  
expanding!

“

**I've been  
fortunate enough  
to study while  
working for  
Rumbalara.**

– Staff Member



# Rumbalara Word Search

Find the word in the puzzle. Words can go in any direction.  
Words can share letters as they cross over each other.

S F L R R O C M D F Z A T M T E P D S C E B L V N K T R C V C E  
S R V E O A F V O E W N B I C E P O A I R J B R Q H O L X U F R  
E T F C R J P F O H A V A N C Y R C F K V A I S E V E U L N K U  
N S P E H P R M I T E C A F P Y O T E F K N D R C A O T K I H T  
I I R P T D S N S C C N W R M F J O H E I V A L N M U W G H V L  
S T E T U M X I S O E P I A A O E R S H R P F E E R L Y Q E J U  
U N S I O W S T M T U J S S T S C F R C E I R P A Y R O L L C C  
B E J O Y S F M N Z R M N T E T T T M A Y T I L I B A S I D A I  
Q D B N A C O I V O I W E R R E S K U E Y P L A N N I N G T C R  
E H U I P D A Y P W M X M U N R C T I H N T M E N T A L N J C G  
F X X S A M H E A L T H O C I Z I R T R E T I Y A U K E C S O A  
F Y E T Q B A A J F A X W T T C O D E M E A O N T D M H N C U Q  
Q Y I C J W O A Z G X V T U Y O L T A I J I L R U P E O S H N H  
A O S P U O R G Y A L P L R K H C Z M M A P M T O M I R C I T C  
N C I U M T T X H X N A O E F Q S E W J E D R L H T M H S L A A  
O P E R A T I O N S T A S R W E W P O L P D E O A E I O C D N E  
Y L I M A F A V R N E A G N I N E D R A G V I C C L R J C R T R  
S R E D A E L U E D U C A T O R M S K J E N I C D U E A S E Q T  
L Q F J X K M D N D J A I L M Y P X K D T N I C A L R P C N R U  
V G H E A L R G W J L V K T I E W I J V U K A E Y L I E S L E O  
S R E D L E W T X L I L X N S A O Y H M P R R T B H J S M L D D  
C O O K C P R A C T I O N E R U S Y M S E N S E S L H Z D E E A  
K I N D E R D T C P Z A A M C M J O K K N E N R V Z L E Z V N C  
Y Y F S W X U A T B O U A R I N C R N S F I E K O I R E E E E T  
R G I V D D K T K W P I O E Z J A U U I V N K B Q S R L W M U T  
Q G N G M H H I I S B A X W Z X R N L M T D E G A S O D A R G B  
K N O I A T R O P P U S V O T S M C I R B M O T B P N N A K P K  
D I O U M P J U U K I J W P E V Q W A F U A M S M U A E M J O U  
Q S N F Y R W G U W V Q X N G M L P D L G O L E O G R V M T W M  
A U M N L J A M E T O Q J E A C G T J C B G N A E E W M D N W B  
V O U P Z T Y F N O I T A C U D E T X F W T Z R R C G M W W F H  
F H I Y K G L Y T E F A S X Y F A D M I N I S T R A T I O N E F



# Find the below words

ACCOMMODATION  
ADMINISTRATION  
ASSISTANT  
CARER  
CHILDCARE  
COMMUNICATIONS  
CRADLE  
DENTIST  
DISABILITY  
EDUCATION  
ELDERS  
FAMILY  
FOSTER  
HEALTH  
JUSTICE  
KOORI  
LIASON  
MANAGERS  
MENS  
NURSE  
OUTREACH  
PLANNING  
PROCUREMENT  
RUMBALARA  
SUPPORT  
WELLBEING

ACCOUNTANT  
AGED  
BUSINESS  
CEO  
CHILDREN  
COMMUNITY  
CULTURAL  
DEVELOPMENT  
DOCTOR  
EDUCATOR  
EMPOWERMENT  
FARMING  
GARDENING  
HOUSING  
KINDER  
LEADERS  
LIFESTYLE  
MATERNITY  
MENTAL  
OFFICE  
PARTNERSHIPS  
PLAYGROUPS  
PROJECTS  
SAFE  
TEAMWORK  
WOMENS

ACTIVITIES  
AGRICULTURE  
CARE  
CHEF  
CLEANER  
COOK  
DENTAL  
DEVELOPMENT  
DRIVER  
ELDERS  
EXECUTIVE  
FINANCE  
HEALTH  
INFRASTRUCTURE  
KINSHIP  
LEADERS  
MAINTENANCE  
MEDICAL  
MENTOR  
OPERATIONS  
PAYROLL  
PRACTITIONER  
RECEPTIONIST  
SAFETY  
THERAPEUTIC  
YOUTH







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