

## Carer Facilitator

### EMPLOYMENT DETAILS

<b>Role type</b>	Fixed Term	<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS)
<b>Hours per week</b>	Full time	<b>Pay Classification</b>	HR insert specific based on the Award
<b>Reports to</b>	Program Manager CSCS	<b>Secondary Report</b>	Director Child Safety and Cultural Support
<b>Additional Benefits</b>	Access to Salary Packaging		

### ORGANISATIONAL CONTEXT



Bendigo & District Aboriginal Cooperative (BDAC) is an ACCO (Aboriginal Community Controlled Organisation) registered as a member under the umbrella of VACCHO (Victorian Aboriginal Community Controlled Health Organisation) and represented nationally through NACCHO (National Aboriginal Community

Controlled Health Organisation).

BDAC was founded to represent and provide services to Aboriginal and Torres Strait Islander people living on Djaara Country.

BDAC has a responsibility to ensure growth of services, development of our Aboriginal and Torres Strait Islander community, better and improved health outcomes for our people, improved quality of life and be a lead agency in providing self-determination employment and career pathways for Aboriginal people.



### LOCAL WORK ENVIRONMENT

Bendigo and District Aboriginal Co-operative provides a range of specialist services for Community living on Djaara Country including a Medical Clinic, Health and Wellbeing, Family and Community Services, and Kindergarten.

### POSITION OBJECTIVE

This role would provide direct work with kinship, kith and community carer's and support new carer's in understanding their role as a carer. This role would establish key practice activities and guidelines as well as support future service models of kinship care. This role will support in creating a care model within ACAC that will offer direct support to carer's and be imperative to setting up new placements and making sure that appropriate supports are in place. The position would not be case carrying.

### BDAC'S VISION AND CORE VALUES

***"Empowered generations belonging to strong families, culture and community".***

Our Lore refers to the stories, customs, beliefs, and spirituality of our People. Our Lore guides our work and has been passed down through generations by our ancestors and knowledge holders. Our five LORE principles are:

- We keep our focus on Community priorities.
- We are brave.
- We think outside the box.
- We create a safe, caring, and supportive environment.
- We are accountable.

Please refer to our <https://www.bdac.com.au/our-strategy> for further information about our underlying principles within the BDAC Strategy.

### KEY POSITION RESPONSIBILITIES

<b>Primary Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide supervision and support to carer's directly.</li> <li>• Link carer's into supports and services.</li> <li>• Facilitate carer groups.</li> <li>• Support and strengthen kinship, kith and community placements.</li> <li>• Establish key practice activities and guidelines regarding care of children and young people within ACAC.</li> <li>• Provide direct support to carer's and be imperative to setting up new placements and making sure supports are in place.</li> <li>• Support and set up carer groups to encourage others to provide care for children and young people.</li> <li>• Establish and maintain excellent working relationships with key stakeholders both internal and external.</li> <li>• Assist in the development of policies and procedures.</li> </ul>
<b>Response to Family Violence</b>	This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) as: <b>Tier 2 Intermediate Risk Assessment training and responsibilities</b>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• Model and abide by BDAC Values, Code of Conduct, Policy, and Procedures.</li> <li>• Participate actively in and facilitate supervision and professional development activities.</li> <li>• Ensure that you participate in team meetings, staff meetings and other community activities as requested.</li> <li>• Ensure that you adhere to legislative requirements.</li> <li>• Ensure that you report any risks identified immediately to your line manager.</li> <li>• Participate within the team to ensure performance against expectations including performance management and staff development, in accordance with BDAC's policies and procedures.</li> <li>• Ensure that all staff are provided with and operate in a safe environment in accordance with BDAC'S OHS policies and procedures.</li> </ul>

- Participate in Continuous Quality Improvement (CQI) activities.

### COMMITMENT TO SAFETY

- BDAC has zero tolerance to all forms of violence.
- BDAC is committed to service delivery and a work environment that prioritises equity and diversity and actively supports inclusion. We aim to ensure every individual is treated with dignity and care with respect to their cultural background, ability, ethnicity, gender identity, sexual orientation, age, caring responsibilities, spirituality, or religion.
- BDAC is committed to the Child Safety Standards and believes that all children and young people have the right to be children and live free of abuse and neglect, so they can grow, learn, and develop. Everyone within BDAC is responsible for ensuring a culture of child safety, preventing child abuse.
- BDAC is committed to the health and wellbeing of its employees and stakeholders. Everyone within BDAC is required to foster a workplace that is safe and healthy that is free from all forms of harassment, bullying, and discrimination.

### KEY SELECTION CRITERIA

- Ability to embed BDAC's practice approach to working within the child protection system.
- Knowledge of practice approaches to working with people who have experienced trauma.
- Ability to role model and provide leadership in solution focused and strength based practice.
- Highly developed skills and ability to provide consultation and risk assessment and safety planning.
- Knowledge of the Children, Youth and Families Act 2005 and the Child Wellbeing Act 2005 particularly relating to Aboriginal children and families.
- Demonstrated self care and resilience to support a team working with children and families who have experienced trauma.
- Ability to prepare and oversee the preparation of high quality documentation for a range of audiences.
- Ability to facilitate group sessions with different carers and include internal and external stakeholders.

### Education, Training and/or Competencies.

#### Mandatory

- A recognised Social Work degree or a recognised Diploma of Community Services Work, or similar qualification which is studied over a minimum of two academic years of full-time study (or part time equivalent) and includes:
  - (a) a primary focus on child development, human behaviour, family dynamics and/or impacts of trauma.
  - (b) supervised fieldwork placements (ideally completed within the child and family welfare sector) and at least one unit of study in case management, case work practice or counselling.

#### Preferred/ desired

- Previous experience working with Aboriginal and/or Torres Strait Islander community members or in an Aboriginal organisation (preferred)

### CONDITIONS OF EMPLOYMENT

- Must pass a Criminal Police Record Check.
- Must pass and provide copy of Working with Children's Check (*or Teachers Registration if applicable*).
- Must hold current full Victorian Drivers Licence and provide a copy.
- Must have the right to work in Australia.
- Must pass an Employment History check; and
- Must have and maintain a commitment to child safety, equity, inclusion, and cultural safety.
- **Vaccination Policy:** all staff are encouraged to be vaccinated against whooping cough, measles, mumps, and rubella (MMR) (*if not immune*), influenza (*annually*), hepatitis A and B, chicken pox (*if not immune*); shingles (*for eligible people*), and COVID-19. It is expected that Clinic, aged care, and djimbaya, staff will be vaccinated against the above diseases and will be required to complete a **Vaccination Consent Form**. It is also expected that Clinic staff will be vaccinated again diphtheria, tetanus, and pertussis (DtP).

### EMPLOYEE STATEMENT

**I have read, understood, and accepted the above position description of the Carer Facilitator.**

**EMPLOYEE NAME:** .....

**SIGNATURE:** .....

**DATE:** ...../...../.....

**Please register with Quality, Risk, & Compliance for version control prior to finalising/ distribution.**