



Family Meeting Convener

EMPLOYMENT STATUSES			
Status	Fulltime	Award	SCHADS
Hours per week	38 Hours per Week	Classification	
Length of Term	12 Months	Salary	As per award
Reports to	Program Manager	Additional Benefits	Access to Salary Packaging
Secondary Report	Director of Child Safety and Cultural Support	PD Review Date	12 months

ORGANISATIONAL CONTEXT	
 <p>The 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).</p> <p>BDAC was founded to represent and provide services to the Dja Dja Wurrung community (Jaara people) and Aboriginal residents living in the Dja Dja Wurrung boundaries. BDAC has a responsibility to ensure growth of services, development of our Aboriginal community, better and improved health outcomes for our people, improved quality of life and be a lead agency in providing employment and career pathways for Aboriginal people.</p>	

LOCAL WORK ENVIRONMENT
Bendigo and District Aboriginal Co-operative provides a range of specialist services for clients based primarily in the Dja Dja Wurrung including Health and Wellbeing services, Family and Community Services and Corporate services.

POSITION OBJECTIVE
Reporting to the Program Manager in the ACAC programs, the Family Meeting Convener will hold a key role in developing the procedures for the family meeting processes. The role will convene family meetings as well as engaging families, finding and walking alongside family support networks as well as negotiating with families where there are significant worries for the safety and wellbeing of children and young people. This position will require some travel and after hour's work.

BDAC'S VISION AND CORE VALUES	
<i>"Empowered generations belonging to strong families, culture and community"</i>	
<u>LEAD</u>	We are committed to lead as an individual, team and organisation in order to achieve positive health and wellbeing outcomes for our community.
<u>OPENNESS</u>	We will be accountable and remain transparent in the delivery of our service to clients, visitors and staff.
<u>RESPECT</u>	We treat one another with honesty, integrity, respect and value everyone's opinion and feedback.
<u>EXCELLENCE</u>	We strive for excellence in our programs and services so that we can support positive health and wellbeing outcomes for our community.

KEY POSITION RESPONSIBILITIES	
Primary Responsibilities	<ul style="list-style-type: none"> • Lead and support the development of the Family Meeting practice and procedures. • Actively seek feedback from children, young people, their families and community on ways to improve the processes and program. • Provide input into the pilots development. • Schedule meetings in line with process timelines. • Ensure all significant people are personally invited and have ability to participate in the meetings. • Facilitate meetings in cultural ways that ensure all participants have a voice. • Ensure accurate record of meetings are taken and recorded. • Skilfully manage conflict to negotiate common goals. • Where needed, work with families to develop Case Plans that address the worries and promote the child or young person's best interests. • Where the need is identified, support connecting extended family and walk alongside them as support to the children and families. • Actively engage with families identifying strengths and capacities, highlighting these in family meetings. • Actively engage in community to promote the pilot and BDAC's work. • The convenor supports families through the meeting process ensuring that everyone feels safe and involved. They help families understand the situation and discuss their plans for the Childs care and well-being • The convenor facilitates the sharing of information about the family and children, including worries and actions taken. They

	<p>ensure all participants have an opportunity to speak and contribute to the decision-making process.</p> <ul style="list-style-type: none"> • The convenor applies cultural considerations to ensure that the processes are culturally responsive to the needs of Aboriginal and Torres Strait Islander people. • The convenor is responsible for facilitating the meeting, ensuring that is conducted in a respectful and supportive environment. They guide the discussions and ensure family have a voice in the process. • The convenors' role is to empower families and ensure their voice is heard in the decision-making process. • The convenor supports with families throughout the process, this is from the initial time of intake call to Wartaka
Administration & Compliance	<ul style="list-style-type: none"> • Model and abide by BDAC Values, Code of Conduct, Policy and Procedures; • Participate actively in and facilitate supervision and professional development activities; • Ensure that you participate in team meetings, staff meetings and other community activities as requested; • Ensure that you adhere to legislative requirements; • Ensure that you report any risks identified immediately to your line manager; • Participate within the team to ensure performance against expectations including performance management and staff development, in accordance with BDAC's policies and procedures; • Ensure that all staff are provided with and operate in a safe environment in accordance with BDAC'S OHS policies and procedures; • Participate in Continuous Quality Improvement (CQI) activities.

COMMITMENT TO SAFETY

- All children 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 and abiding by the Child Safety Principles;
- BDAC is committed to the health and wellbeing of its employees and stakeholders;
- BDAC has a zero tolerance to all forms of violence.

KEY SELECTION CRITERIA

- Knowledge and understanding of Aboriginal Culture and the ACCHO environment.
- Highly developed negotiation and meeting facilitation skills.
- Willingness to work through conflict situations in an understanding way to achieve best possible outcomes.
- Strong interpersonal and communication skills including the capacity to negotiate and work effectively with a range of individuals and agencies to achieve positive outcomes.

- Ability to make decisions in high pressure contexts, clearly able to communicate rational for decisions.
 - Ability to engage children, young people families and communities through a friendly warm approach.
 - Demonstrated resilience and ability to managing self-care in being able to work in high pressure environments and work with families.
- Ability to work afterhours and on call as required.

Desired:

- Experience or formal qualifications in Social Work, Family Support, or Family Welfare
- Aboriginal applicants are strongly encouraged to apply.
- Experience and training in any form of conciliation convening will be an asset.

CONDITIONS OF EMPLOYMENT

- Must pass a Criminal Police Record Check;
- Must pass & provide copy of Working with Children's Check;
- 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.
- Must be fully vaccinated against COVID-19.

EMPLOYEE STATEMENT

I have read, understood, and accepted the above position description of the Family Meeting Convener.

EMPLOYEE NAME:

SIGNATURE:

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