

Local Justice Worker (Identified)

EMPLOYMENT DETAILS			
Role type	Fixed Term	Award	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS)
Hours per week	Full time	Pay Classification	SCHADS 4.1
Reports to	wukangu manya Program Manager	Secondary Report	wukangu manya Co-ordinator
Additional Benefits	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

The wukangu manya team supports a broad range of services at BDAC including; Initial Assessment and Planning (IAP Intake), Aboriginal Private Rental Assistance Program (APRAP), Aboriginal Tenancies at Risk (ATAR), the Children's Resource Worker, and the Local Justice Worker Program (LJWP).

The successful applicant will join the wukangu manya Team as a Local Justice Worker.

The LJWP aims to support Aboriginal people in various aspects of the justice system including supporting Aboriginal and Torres Strait Islander people to successfully complete Community Corrections Orders (CCOs), supporting individuals with outstanding fines and warrants to meet their obligations, and providing community education about justice systems, processes, and obligations.

Assist in the participation and implementation of the Yawal Mugadjina Cultural Journey Plan.

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

Primary Responsibilities

- Provide direct support to community members for their legal and social needs, including court cases, community-based orders, warrants, and fines. This may involve attending court to provide outreach assistance.
- Work with Community Correction Services to ensure Aboriginal clients are aware of and referred to the program whilst providing community education about the justice system, procedures, and obligations.
- Support Community Corrections participants, track their progress, and report to the Department of Justice. Work closely with local Corrections Officers, Sheriffs and Police.
- Support participants by offering a “wrap-around” service that will address their health and social wellbeing needs. This will include accessing and referral to relevant BDAC and external services and the local Aboriginal community.
- Engage with clients and provide direct support to individuals and their families as required.
- Increase the likelihood that Aboriginal people sentenced to Community Correction Orders (CCOs) successfully complete their orders.
- Plan and promote community Justice events related events.
- Keep accurate and up to date client records in line with Department of Justice and BDAC policies. This includes completing data reporting tasks as required by your manager and Justice Victoria

Response to Family Violence	This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) as: Tier 3 Intermediate Risk Assessment training and responsibilities
General Responsibilities	<ul style="list-style-type: none"> • Uphold BDAC's Values, Code of Conduct, and all relevant policies and procedures. • Engage in supervision, professional development, and continuous quality improvement (CQI) activities. • Attend team meetings, staff meetings, and community events as required. • Comply with legislative and regulatory obligations. • Identify and report risks promptly to your line manager, including completing incident reports via LogiqcQMS. • Collaborate effectively within a team to meet performance and development goals in line with BDAC's program requirements. • Follow reasonable directions from BDAC management. • Maintain a safe work environment in accordance with BDAC's Occupational Health and Safety (OHS) policies.

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

- Knowledge and understanding of Aboriginal Culture and the ACCHO environment.
- An understanding of the needs of Aboriginal Community members, a commitment to culturally safe and respectful practice with clients and co-workers.
- Demonstrated knowledge of the Aboriginal and mainstream service system and resources available to support Aboriginal people in contact with the justice system.
- Excellent communication and interpersonal skills
- Ability to effectively and efficiently plan and organise workload.
- Experience managing and responding to crisis situations; and working within stressful situations.
- Ability to maintain and develops stakeholder relationship with clients and justice stakeholders to establish goals and outcomes.
- The ability to work as part of a team and a strong commitment to collaborative working relationships.
- Demonstrated knowledge and experience with data and record collection.

Education, Training and/or Competencies.

Preferred/ desired

- Case management experience and/or a degree/tertiary qualification in psychology, social work, criminal justice, or other related area is highly desirable.
- 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 against diphtheria, tetanus, and pertussis (DtP).

EMPLOYEE STATEMENT

I have read, understood, and accepted the above position description of the Local Justice Worker (Identified).

EMPLOYEE NAME:

SIGNATURE:

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