

Local Justice Worker

EMPLOYMENT DETAILS			
Status	Full time	Award	SCHADS
Hours per week	38hrs - FTE	Classification	Level 4
Length of Term	Fixed Term	Salary	As per award
Reports to	Program Manager	Additional Benefits	Access to Salary Packaging
Secondary Report	Director	PD Review Date	12 monthly - last reviewed 11/05/2023

ORGANISATIONAL CONTEXT



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).



NACCHO (National Aboriginal Community Controlled Health Organisation).

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.

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

The Local Justice Worker will work closely with other justice agencies to support Aboriginal clients through the completion of Community Correction Orders, the resolution of fines and warrants and assist in the participation and implementation of the Yawal Mugadjina Cultural Journey Plan.

- We:
- Connect participants with relevant BDAC and external programs and the local Aboriginal community.

- Provide direct support to participants presenting to the service via immediate support for their legal and social needs.
- 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 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 services.
- Increase the likelihood that Aboriginal people sentenced to Community Correction Orders (CCOs) successfully complete their orders.

BDAC'S VISION AND CORE VALUES

“Empowered generations belonging to strong families, culture and community”

<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"> • Provide support to participants that have justice matters, court matters, community-based orders and outstanding warrants and fines. • Supervise Community Corrections participants and report their progress to the Department of Justice whilst liaising with local Sheriffs and Police. • Attend court as required to support participants with Koori Court and General Court matters. • Promote and organise community Justice events. • Engage with clients and provide direct support to individuals and their families according to the referral documents. • Ensure that client records are maintained with all relevant information as per Justice Victoria and BDAC's policies and procedures. • Ensure that data reporting is completed (as requested by reporting Manager and Justice Victoria)
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Administration & Compliance

- 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

- 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.
- Knowledge of the local justice system
- Experience in managing and supervising Community based workers
- Data collection and record keeping skills.
- The ability to work as part of a team and a strong commitment to collaborative working relationships.
- Demonstrated negotiation and advocacy skills.
- Understanding of Aboriginal culture

Preferred / Desired Education, Training and/or Competencies.

- Qualifications or knowledge of Justice related discipline.
- Extensive knowledge of local service providers and referral pathways.

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.

EMPLOYEE STATEMENT

I have read, understood, and accepted the above position description for the Local Justice Worker.

EMPLOYEE NAME:

SIGNATURE:

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