
Position Description

Integrated Family Services Worker

Winda-Mara Aboriginal Corporation

Winda-Mara Aboriginal Corporation (Winda-Mara) is a community controlled organisation located in South West Victoria with offices in Heywood and Hamilton. Winda-Mara was established in 1991 as a result of members within the community wanting to provide better health, education and employment opportunities for Aboriginal and Torres Strait Islander people living in the area and has a membership base of over 200 members.

Winda-Mara employs over 75 people and has a key focus to provide opportunities for Aboriginal and Torres Strait Islander people to participate and access culturally appropriate services. Winda-Mara believes that culturally appropriate services will ensure a balanced approach, by working with people, rather than for people will provide equality and self-determination. Winda-Mara provides a range of services to Aboriginal and Torres Strait Islander people and their families across Heywood, Hamilton, Portland and surrounding areas over a number of programs: Land Management, Family Services, GP Clinic and Allied Health, Health Promotion and Prevention, Community Wellbeing, Culture and Tourism, Governance and Administration and Kinship Care and Support.

Our Vision: *“That Winda-Mara Aboriginal Corporation is recognised as a progressive leader and a catalyst for positive change enabling Aboriginal people in Victoria’s far south-west to lead fuller lives”.*

Our Vision will be achieved by focusing on four themes and these are:

“People” “Organisation” “Country” “Culture”

“Mara” “Kooyoorn” “Meerang” “Culture”

Position: Integrated Family Services Worker

Reports to: Family Services Manager

Classification: Social, Community, Home Care and Disability Award 2010

Location: 21 Scott, Heywood, Victoria, 3304 or 107 Thompson Street, Hamilton

Hours of Employment: 38 hours per week, Full Time

Enquiries to: Shae Ailey, Family Services Manager, on 5527 0078 or shaeailey@windamara.com

Applications addressing the Key Selection Criteria to: Sherree Chaudhry, People and Culture Manager, at PO Box 42, Heywood, Victoria, 3304 or sherreechaudhry@windamara.com

Closing Date: Monday 27th January 2020

Primary Purpose of Position

- To operate in partnership with families and services to assist families achieve their goals of stability, safety and developmental wellbeing for their children and young people
- Liaise closely, and on occasion, work with other family services programs, including the Kinship area.

Key Responsibilities

- Supporting Aboriginal families with complex needs
- Providing referral pathways in parenting and mentoring
- Case managing of families and clients for Family Services
- Liaising with community and government organisations
- Accessing, recording and reporting contact and case notes on specific databases ie IRIS, CRIS, CRISSP and other databases
- Attending relevant training and information sessions
- Completing all reporting requirements for the program
- Other duties as required within the scope of this role and coordinated through the Family Services Manager.

Key Selection Criteria

- Qualifications or extensive experience in the Family Services area
- Highly developed skills and experience in the provision of case management to families and their children to assist promoting positive change
- Knowledge of, and experience in the application of relevant theoretical approaches and a range of appropriate service responses to children, youth and families
- Excellent organisational and community skills with internal and external services
- Excellent computer skills to input data into specific databases
- Ability to work independently as well as in a team environment

- A sound knowledge and understanding of local Aboriginal Culture, values, needs, issues and the ability to effectively communicate with Aboriginal community/people.

General Terms of Employment

- All employees agree to abide by Winda-Mara's Policies and Procedures and Code of Conduct
- All employees agree to act in a safe manner to provide a safe working environment
- All employees agree to participate in an Annual Performance Review and any other review processes
- Winda Mara will support employees to successfully perform their role through training and other support as appropriate.
- Attend and participate in team/divisional activities, meetings, and day to day work activities demonstrating respect and consideration for individuals and their experiences and expertise
- Communicate constructively to other team members and/or company employees
- Be aware of and communicate to other employees' opportunities for improvement in processes, practices or procedures
- Actively work with and support other team members and/or employees to achieve organisation's goals.

Conditions of Employment

- Victorian Drivers Licence
- Ability to obtain a National Police Check
- Ability to obtain a Working with Children Check