



Aboriginal and Torres Strait Islander Family Wellbeing Program Support Worker

Position Description

Employment Status: 0.5 Permanent Part Time – contracted to June 2020

Girudala Community Co-operative Society Ltd is an Aboriginal, Torres Strait & South Sea Islander community- controlled organisation in the Whitsundays. We were established in 1975 to provide support services that advance the lives of our community members.

The Aboriginal and Torres Strait Islander Integrated Family Wellbeing Program will deliver timely and effective support to families to achieve improvements in safety and/or protection from harm; and improve life skills to deliver the following outcomes:

- The wellbeing of Aboriginal and Torres Strait Islander children and families is improved
- Aboriginal and Torres Strait Islander children are safer
- Effective and efficient services are available for Aboriginal and Torres Strait Islander children, families and communities
- Make a significant contribution to the reduction in the number of at risk Aboriginal and Torres Strait Islander children in the Child Protection system (within specific catchments)

Key responsibilities will include but not be limited to:

- Manage structured program and activities in conjunction with Family Wellbeing Case Manager and other Support Workers
- Attend meetings that pertain to the service provision of Family Wellbeing services
- Keep qualified and relevant case notes for client support purposes through the ARC data reporting system
- Assist in organising and participate in community events coordinated by Girudala including NAIDOC celebrations and the Community Christmas Party
- Undertake training that would be relevant to the position
- Ability to conduct regular home visits to the clients
- Ability to develop rapport with community members that require Family Wellbeing services
- Obtain appropriate information to assist clients to make informed decisions and lifestyle choices
- Liaise and network with other like-minded service providers for the benefit of the client
- Support clients to seek an continue visits with other service providers
- Assist in the coordination of Family Wellbeing retreats
- Support our clients to achieve Early Childhood Learning milestones
- Support our clients to achieve good parenting practices

Additional responsibilities include:

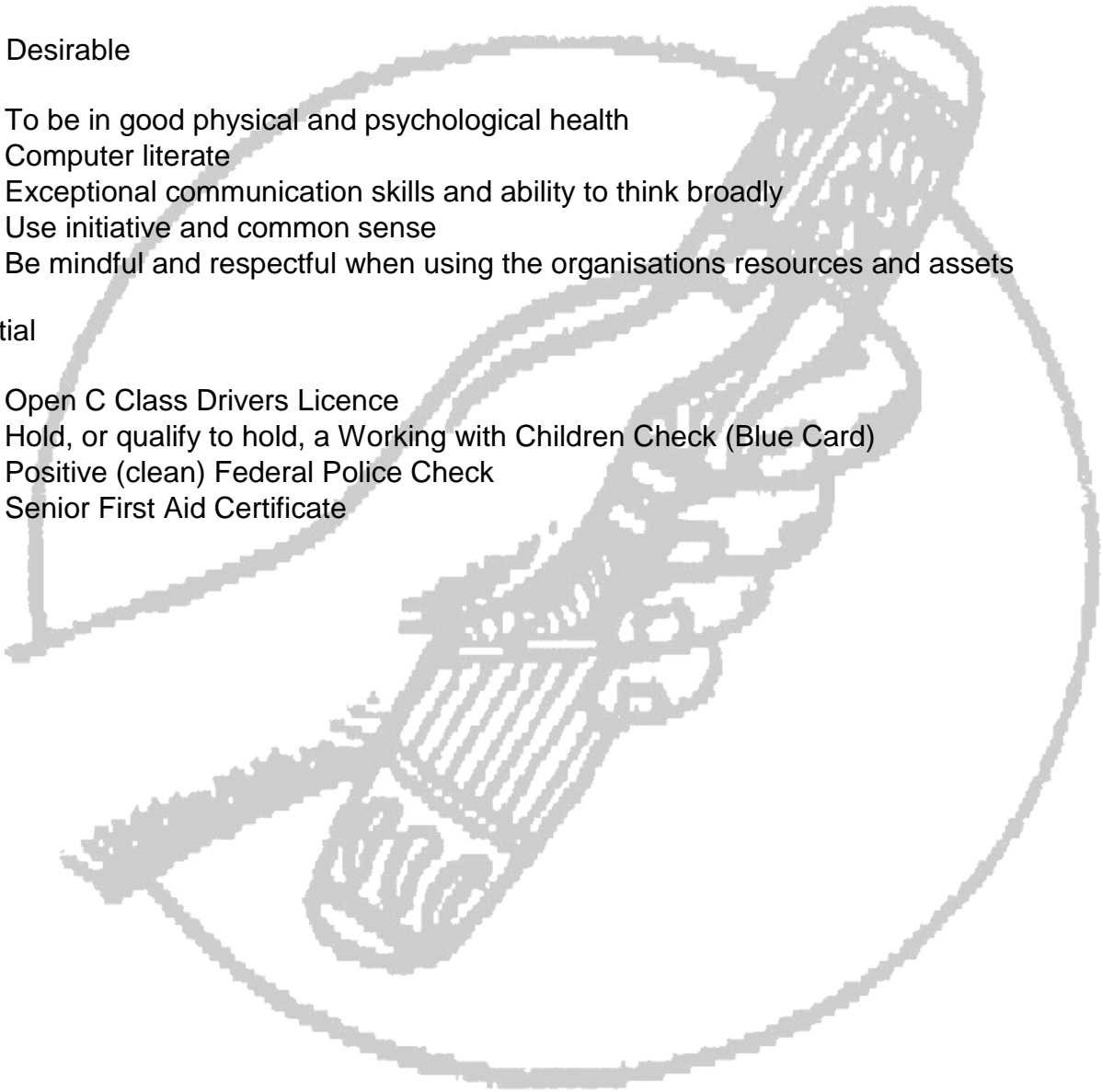
- Ability to work in a team environment (showing respect to other staff, directors, members and clients)
- Wear uniforms, showing good grooming and deportment
- Be punctual to work
- Have ability to engage families in activities that promote good family and individual practices
- Understand OH&S and Equal Employment Opportunity Act – or the ability to acquire this knowledge

Highly Desirable

- To be in good physical and psychological health
- Computer literate
- Exceptional communication skills and ability to think broadly
- Use initiative and common sense
- Be mindful and respectful when using the organisations resources and assets

Essential

- Open C Class Drivers Licence
- Hold, or qualify to hold, a Working with Children Check (Blue Card)
- Positive (clean) Federal Police Check
- Senior First Aid Certificate





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Key Selection Criteria

1. What demonstrated experience or formal training do you have of working in a client service environment?
2. What do you know about Girudala and the services we provide?
3. Can you explain how you have the ability to carry out duties in a working environment, supporting proper workplace practices that include equal employment, anti-discrimination, workplace health and safety and ethical behaviours?
4. What computer skills do you have? Name the computer programs that you are familiar with and state your level of competency with each.
5. Can you explain how you have demonstrated sound communication skills, interpersonal and negotiating skills – including well developed written and oral skills, and the ability to develop and deliver interpretation and education services.