



# Integrated Family Services Support Worker

## POSITION DESCRIPTION

<b>Position Title</b>	Integrated Family Services Support Worker
<b>Unit</b>	Family Services
<b>Reports to</b>	Integrated Family Services Team Leader
<b>Direct Reports</b>	N/A
<b>Hours of Work</b>	22.8 hours per week
<b>Mode of Employment</b>	Part-time, ongoing fixed term subject to funding
<b>Award / Agreement</b>	Social, Community, Home Care & Disability Award 2010
<b>Classification</b>	Social & Community Services Employee Level 2.3-3.1
<b>Remuneration</b>	\$32.21 - \$36.00 dependent on relevant qualifications or experience
<b>Salary Packaging</b>	Range of salary packaging benefits are offered to part-time and full-time employees.
<b>Location</b>	21 Scott St Heywood or 333 N Boundary Rd Hamilton, other locations as required
<b>Probationary Period</b>	A six-month probationary period will apply

## 1. PRIMARY PURPOSE OF POSITION

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The purpose of this position is 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 and liaise closely, and on occasion, work with other family services programs, including the Kinship area.

### Key responsibilities

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The key responsibilities of this position are to:

- Support Aboriginal and Torres Strait Islander families with complex needs
- Provide referral pathways in parenting and mentoring
- Provide day to day support of clients
- Liaise with community and government organisations in a professional and productive manner
- Record and report contacts on supplied documents, in a timely manner.
- Attend meetings and workshops
- Actively contribute to the development and implementation of unit policies, procedures and forms
- Complete all reporting requirements
- Attend relevant training sessions
- Other duties as required within the scope of this role and coordinated through the Family Services Manager.

## 2. ABOUT WINDA-MARA ABORIGINAL CORPORATION

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Winda-Mara Aboriginal Corporation (Winda-Mara) is a community-controlled organisation located in Southwest 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 80 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 is *“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.

**“Mara”**  
People

**“Kooyoorn”**  
Organisation

**“Meerang”**  
Country

**“Culture”**  
Culture

### 3. SKILLS, EXPERIENCE AND KNOWLEDGE (KEY SELECTION CRITERIA)

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1. Sound knowledge and understanding of local Aboriginal Culture, values, needs, issues and the ability to effectively communicate with Aboriginal community/people
2. Demonstrated ability to support others positively
3. Demonstrated knowledge and extensive experience in the Family Services area
4. Highly developed skills and experience in the provision of case management to families and their children to assist promoting positive change
5. Knowledge of, and experience in the application of relevant theoretical approaches, and a range of appropriate service responses to children, youth and families
6. Ability to develop relationships with internal and external stakeholders
7. Good written and verbal communication skills including the ability to prepare documentation and public speak
8. Ability to work in a team environment
9. Excellent computer skills.
10. Already obtained or prepared to study Certificate III in Community Services

### 4. POSITION REQUIREMENTS

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Y	Current Victorian Drivers License
Y	Ability to obtain a National Police Check
Y	Ability to obtain a Working with Children Check
N	Aboriginality – Note: This position is not a designated Aboriginal specific position; however, we encourage Aboriginal or Torres Strait Islander peoples to apply
Y	Must provide evidence of Certificate of COVID-19 vaccination or medical exemption
Y	After hours and weekend work may be required
Y	Pre-employment declaration

### 5. GENERAL TERMS OF EMPLOYMENT

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1. All employees agree to abide by Winda-Mara's Policies and Procedures and Code of Conduct
2. All employees agree to act in a safe manner to provide a safe working environment
3. All employees agree to participate in an Annual Performance Review and any other review processes
4. Winda-Mara will support employees to successfully perform their role through training and other support as appropriate.
5. 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
6. Communicate constructively to other team members and/or company employees

7. Be aware of and communicate to other employees' opportunities for improvement in processes, practices or procedures
8. Actively work with and support other team members and/or employees to achieve organisation's goals.
9. The successful applicant will be required to disclose any pre-existing injury/injuries and/or medical condition/s, which could be aggravated by the type of employment they are applying for. The existence of an injury/injuries and/or medical condition/s will not preclude the applicant from employment unless they are unable to perform the inherent requirements of the position. However, failure to disclose any relevant information may affect a claim for Worker's Compensation.

### **Applications addressing the Key Selection Criteria to**

**People and Culture Manager  
PO Box 42 Heywood VIC 3304**

**Email: [peopleandculture@windamara.com](mailto:peopleandculture@windamara.com)**