



## POSITION DESCRIPTION

<b>Position</b>	Caseworker/ Senior Caseworker, Koorie Women's Diversion Program
<b>Reports to</b>	Team Leader
<b>Direct Reports</b>	[NA]
<b>Status</b>	Full time (38 hrs pw)
<b>Location</b>	Based at the Preston office

## BACKGROUND

The Victorian Aboriginal Child Care Agency (VACCA) is the largest organization of its kind in Australia. VACCA is an Aboriginal community-controlled organization that supports and advocates for the Aboriginal community. Our strength lies with our people. Our team is committed to the organisation's vision and values; advocates for our children and other vulnerable community members; and shows respect for, observance and compliance with Aboriginal cultural protocols, practice and ceremony. Our Aboriginality is what distinguishes us from mainstream services and what enables us to deliver the positive outcomes we achieve for our people.

VACCA employs over 600 staff and delivers more than 70 programs across the state. VACCA's experience and expertise in the delivery of therapeutic interventions are underpinned by culture, connection, and healing. VACCA designs, develops and delivers programs with self-determination and an understanding that the intergenerational trauma experienced by our community requires intergenerational and community healing.

Central to VACCA's work is the importance of connection to family, community and culture as essential to Aboriginal children's safety, stability and ensuring that they have an ongoing sense of belonging. As Victoria's largest Aboriginal child welfare agency, VACCA will play a key role in the process of transitioning the care and case management of Aboriginal children from government and non-Aboriginal organisations to Aboriginal community-controlled organisations following the recent decision of the Victorian Government.

VACCA is implementing cultural therapeutic ways which is an agency wide framework that underpins our work with the community, our clients and staff .

## OUR VISION

Aboriginal self-determination - Live, Experience and Be.

## OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

## PROGRAM AREA

The Northern VACCA team works with families to promote family wellbeing, participation in the broader community and access to relevant services. The team provides families with a range of options for culturally responsive support in times of need, with a focus on positive parenting and family interaction to promote children's development.

We provide a positive, culturally safe workplace environment supported by family friendly and culturally sensitive workforce policies, including professional development, continuing education and staff wellbeing.

The Koorie Women's diversion program will work closely and collaboratively with all Northern client services programs to work towards achieving the best outcomes for the clients.

## POSITION SUMMARY

The Koorie Women's Diversion Caseworker/ Senior Caseworker will play an integral role in diverting Aboriginal women from further contact with the criminal justice system, by delivering and coordinating intensive case management to a caseload of up to 15 Aboriginal women.

This position will be responsible for:

- Providing case management support to Aboriginal women in contact or at risk of being in contact with the justice system.
- Developing and managing case plans, undertaking assessments, and referrals.
- Coordinating the delivery of cultural and gender appropriate treatment and support services for Aboriginal women and advocating on their behalf.
- Working collaboratively with Aboriginal and non-Aboriginal service providers and government departments to establish network and referral pathways.
- Contributing to improved justice outcomes by liaising with justice agencies and supporting Aboriginal women in contact with the criminal justice system.

## KEY RELATIONSHIPS

*Internal:* All VACCA programs and Management team

*External:* Department of Justice and Regulation, Melbourne court systems, Corrections Victoria, the Aboriginal community and all relevant stakeholders

## KEY SELECTION CRITERIA

- Demonstrated understanding of, and commitment to, the values that underpin VACCA' vision and purpose and the capacity to take a leadership role in championing these internally and externally



- Demonstrated awareness and appreciation of Aboriginal societies and cultures, and commitment to continually build knowledge of such, along with a high level of awareness of the key issues which impact upon Aboriginal communities
- Demonstrated experience in working and engaging with Aboriginal families and children
- Proven ability to work effectively with the local Aboriginal community.
- Demonstrated understanding of the underlying issues that contribute to Aboriginal women's contact with the justice system.
- Demonstrated knowledge of the service system and resources available to support Aboriginal women in contact with the justice system.
- Demonstrated experience in coordinating and delivering effective advice, support, and services to Aboriginal women.
- Well-developed planning and organisational skills.
- Demonstrated experience in stakeholder engagement and liaising with Aboriginal and non-Aboriginal organisations to achieve project objectives and goals.
- Effective written and oral communication skills including the ability to create and revise case plans, reports and other documents.

## QUALIFICATION & EXPERIENCE

- Case management experience and/or a degree/tertiary qualification in psychology, social work, criminal justice or other related area is highly desirable

## REQUIREMENT

- You must have and continue to hold a full Victorian Driver's Licence and a current employment working with children check card.

## POSITION ACCOUNTABILITIES

### CASE MANAGEMENT

- Provide timely case management to Aboriginal women and, where suitable, their family referred into the pilot in a culturally appropriate and responsive manner.
- Process and coordinate referrals, develop and implement case plans, support Aboriginal women in accessing required services to achieve goals, and undertake transition planning to assist clients exiting the service

### STAKEHOLDER MANAGEMENT

- Develop and maintain strong working relationships with justice agencies, other government departments and Aboriginal and non-Aboriginal service providers to establish networks and referral/support pathways relevant to the management of clients.
- Promote the pilot as a diversion option for Aboriginal women in contact with the justice system.

### DIRECT SERVICE DELIVERY

- Initiate referrals and assist clients to complete paperwork and engage in appropriate services within VACCA and external service providers.
- With appropriate approval, utilise brokerage funding to address issues identified in individual case management plans when necessary.



## PLANNING & REPORTING

- Prepare and co-ordinate reports for external and internal stakeholders and relevant justice agencies and participate in the evaluation of the pilot.
- Maintain up to date, accurate, confidential client records and program data and ensure case records are managed in line with organisational standards.
- Participate in the identification of service gaps and assist in the development of initiatives that aim to fill such gaps.

## CORPORATE RESPONSIBILITIES

- Carry out duties in accordance with the philosophy, policies, work practice and protocols of VACCA.
- Participate in external meetings relevant to the program or as determined by the Team Leader and Operations Manager.
- Participate in ongoing Professional development and training and supervision.
- Support values that respect historical and contemporary Aboriginal cultures so that Aboriginal people are recognised as having a special connection with the State.
- Promote compliance with relevant legislation and VACCA policies

## HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and VACCA policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.

## QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day to day work in order to meet the organisation's audit, contract and registration obligations.
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

## OTHER

- Participate proactively in team project initiatives
- Support other team members in periods of high demand and during periods of absence.
- Participate in project groups and attend events
- Undertake other duties as directed

## ADDITIONAL INFORMATION

We are committed to Aboriginal self-determination and supporting strong, safe, thriving Aboriginal communities and aim to ensure every individual is treated with dignity, honouring all cultural backgrounds, abilities, ethnicities, sexual orientations, gender identities and spiritual beliefs.



VACCA is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement.

VACCA is an equal opportunity employer and has a smoke-free workplace policy.