

## POSITION DESCRIPTION

<b>Position</b>	Local Justice Worker
<b>Reports to</b>	Senior Program Manager Family Violence & Justice
<b>Direct Reports</b>	N/A
<b>Status</b>	Full time (38 hrs pw), Fixed Term position
<b>Location</b>	VACCA Frankston/Dandenong

## 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

*For the purposes of this Position Description the term “Aboriginal” also includes Torres Strait Islander peoples the use of the term Aboriginal is consistent with the agreement between the Aboriginal Justice Caucus and the Department of Justice and Community Safety.*

The Local Justice Worker Program (LJWP) aims to improve justice outcomes for Aboriginal people in the Southern Metro catchment of VACCA. The LJWP will achieve these aims by:

- Case manage clients to successfully complete their Community Correction Orders (CCO's) & Parole Orders.
- Work with and visit Community Corrections locations as directed
- Support Aboriginal people with outstanding fines and warrants to meet their obligations.
- Work collaboratively with a range of stakeholders for clients in custody pre-release through to transition planning and post release
- Contribute to efforts by justice related stakeholders and agencies to improve justice outcomes for Aboriginal people.
- Provide court support for clients as required
- Enhance partnerships between government agencies and Aboriginal communities.
- Organise and facilitate Justice Days (4 per year)
- Provide community education regarding justice systems, processes and obligations.
- Assist participants of the Yawal Mugadjina Cultural Mentoring Program to progress their Cultural journey plan.

### - AREAS COVERED

- Dandenong Justice Service Centre
- Dandenong Drug Court
- Cranbourne Justice Service Centre
- Pakenham Justice Service Centre
- Moorabbin Justice Service Centre
- Frankston Justice Service Centre
- Rosebud Justice Service Centre

## POSITION SUMMARY

The Local Justice Worker (LJW) role will work closely with other justice agencies to support Aboriginal people throughout their engagement with the criminal justice system, including:

- Community Corrections Services (CCS)
- Sheriff's Office
- Victoria Police
- Prisons

- Koori Court and Courts Victoria
- Regional Aboriginal Justice Advisory Committee (RAJAC)

The LJW will undertake the following primary functions including:

- Working with CCS to support Aboriginal clients to complete their CCO & Parole Orders.
- Attend Corrections and facilitate Koori Consults on a regular ongoing basis
- Working with Sheriffs to assist Aboriginal people to successfully resolve their fines and warrants.
- Assist participants with their Yawal Mugadjina Journey plan.
- Community education.

The position will work closely with the CCS to ensure Aboriginal clients are aware and are referred to the program and the Sheriffs to support community members and will also:

- Work closely with Aboriginal Community Controlled Organisations (ACCOs) and justice stakeholders to build relationships with Aboriginal communities in the region.
- Enhance community understanding of the criminal justice system through education.
- Work with participants of the Yawal Mugadjina Cultural Journey plan. This involves pre release engagement as well as post release supports for up to three months.
- Establish a culturally appropriate community work program at appropriate work sites. This will include the co-ordination and supervision of the program.

In addition to the primary functions of the program the LJW will also undertake secondary functions to support Aboriginal people to reduce their offending and likelihood of breaching CCOs. These functions will require a case management approach and can include assistance and referral to local agencies regarding:

- Housing
- Family Violence
- Mental Health
- Alcohol and Other Drugs
- Court support
- Financial Counselling
- Education and Employment
- Medical

The LJWP will focus on Aboriginal clients including:

- Aboriginal people (men and women) over the age of 18 years
- Aboriginal community members serving CCOs or have fines and warrants
- Parolees
- Aboriginal people transitioning back into community after a period of incarceration.
- Participants of Yawal Mugadjina Journey Plan
- Dual track offenders (18 to 21 year olds)

## KEY RELATIONSHIPS

*Internal:* VACCA Southern Executive Manager, Senior Family Violence & Justice Program Manager, and all relevant staff and programs based in the VACCA offices in Frankston and Dandenong.

*External:* Corrections Victoria, Courts Victoria including Magistrates, County and Koori Courts, Victoria Police, Department of Justice, Regional Aboriginal Justice Advisory Committee (RAJAC), Local Aboriginal Justice Action Committees (LAJAC)

## KEY SELECTION CRITERIA

The following attributes are the minimum skill requirements for the LJW position:

- 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 knowledge of the Aboriginal and mainstream service system and resources available to support Aboriginal people in contact with the justice system.
- Ability to demonstrate and model high morale, resilience and a genuine desire to work with Aboriginal community and provide support to outreach clients.
- Ability to tailor and adapt the program to meet the needs of community.
- Ability to maintain and develops stakeholder relationship with clients and justice stakeholders to establish goals and outcomes.
- Demonstrated experience in coordinating and delivering effective case management i.e., create and revise case plans, report writing, advice, support and services to Aboriginal people.
- Well-developed planning, organisational skill written and oral communications.

## DESIRABLE

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

## REQUIREMENTS

- 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 clients referred from justice services and other community services, in line with the position requirements, VACCA policy and procedures and LJW program guidelines.

### 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 case management of clients.

- Positively promote the service and contribute to the development of positive relationships between the local Aboriginal & Torres Strait Islander communities and justice related service providers.
- Attend Local Justice Worker Network workshops as required.

#### **DIRECT SERVICE DELIVERY**

- In consultation with CCS Regional Community Programs Manager, establish a culturally appropriate community work program and oversee the field officer in this role
- With appropriate approval, utilise brokerage funding to address issues identified in individual case management plans when necessary.
- Work in partnership with other Justice Worker

#### **PLANNING AND REPORTING**

- Prepare and co-ordinate reports for external and internal stakeholders and relevant justice agencies and participate in program reviews and evaluations.
- Maintain up to date, accurate, confidential client records, files 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.

#### **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.