

## POSITION DESCRIPTION

<b>Position</b>	Kinship Care Team Leader
<b>Reports to</b>	Program Manager
<b>Direct Reports</b>	5-6 Case workers
<b>Status</b>	<b>Full time, Ongoing</b>
<b>Location</b>	Melton

## 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.

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## OUR VISION

Aboriginal self-determination - Live, Experience and Be.

## OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

## PROGRAM AREA

The VACCA Aboriginal Kinship Care Program is delivered across Melbourne.

The Aboriginal Kinship Care Program has three components ranging from working with children who have no involvement with the Child Protection program to those children who are on long term protective orders

The program aims to support the family members of Aboriginal children who are caring for their family's children and to ensure that the children's needs are being met. Where a child is placed with a non-Aboriginal family member, the aim is to assist the carer to provide a culturally safe, nurturing and healing home environment for the children, culturally therapeutic approach. The child's Aboriginal identity, rights and connection to their family, land, and community are privileged

The Aboriginal Kinship Care Program provides:

- Information and Advice Service which provides information to Kinship Care carers and takes any inquiries about kinship care.

- Case support and case management to Aboriginal children and carers involved in statutory kinship care placements

Kinship First supports which aims to support newly established kinship care placements through the provision of early comprehensive assessments, brokerage and access to increased supports

## POSITION SUMMARY

- Provide leadership to the Western Aboriginal Kinship Care team.
- Oversee the daily operation of the Western Kinship Care Program.
- Daily management of staff including involvement in staff training and conducting staff appraisals and supervisions
- Ensure that the agency meets all its responsibilities in relation to the contracting of Kinship Care cases.
- Allocate cases to caseworkers, monitor the management of the cases and ensure program targets for all components of the program are met
- Ensure that data is recorded, collated and monitored for the Kinship Care Program as required by the Department of Human Services, particularly in relation to the use of CRIS and CRISP. Prepare monthly data for Senior Program Manager.

## KEY RELATIONSHIPS

*Internal:* Lakidjeka ACSASS, Aboriginal Children's Therapeutic Healing Team, Cultural Support Advisors, Aboriginal Family Led Decision Making Convenors

*External:* DHHS Child Protection, Aboriginal services such as VAHS, Aboriginal Housing, NDIS, Schools, child care

## 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
- A demonstrated ability to mentor staff by providing them with relevant information, support, feedback about their work, and opportunities for professional development.
- A demonstrated capacity to work as part of a team as well as providing leadership to a team and capacity to allocate tasks.
- An ability to work effectively with Aboriginal organizations, government departments and community service organizations.
- Demonstrated supervision skills and ability to conduct staff appraisals.
- Demonstrated experience and ability in the provision of a high standard of case management practice.
- Excellent oral and written skills, with the ability to write reports, including Incident Reports and Court Reports.
- Strong computer skills with ability to learn the CRIS and CRISSP client data systems.
- Ability to advocate for Aboriginal children and to work co-operatively with child protection workers, school personnel, counsellors and other service providers.
- A willingness to participate in training and supervision as requested.
- An ability to work flexible hours
- You must have and continue to hold a full Victorian Driver's Licence and a current employment working with children check card.

## POSITION ACCOUNTABILITIES

- Provide ongoing support to carers and children involved in statutory kinship care placements.
- Provide leadership to the Western Aboriginal Kinship Care team.
- Oversee the daily operation of the Western Kinship Care Program.
- Daily management of staff including involvement in staff training and conducting staff appraisals and supervisions
- Ensure that the agency meets all its responsibilities in relation to the contracting of Kinship Care cases.
- Allocate cases to caseworkers, monitor the management of the cases and ensure program targets for all components of the program are met
- Ensure that data is recorded, collated and monitored for the Kinship Care Program as required by the Department of Human Services, particularly in relation to the use of CRIS and CRISSP. Prepare monthly data for Senior Program Manager.
- Check all court reports and Best Interest Case Plan Reports for all cases before they are submitted to the court or the DHHS Team Manager.
- Work collaboratively with the VACCA Lakidjeka ACSASS, CHILD FIRST, Family Services, Aboriginal Family Decision Making Program, Permanent Care and any other programs involved with Kinship Care children and families.
- Attend DHS regional Working Groups and Network groups in the Western region in relation to the Kinship Care Program, as well as state-wide Kinship Care forums.
- Participate in the management of Quality of Care Concerns as requested by the Kinship Care Senior Program Manager
- To liaise with the VACCA Quality Improvement Manager and Project officers regarding Agency Registration requirements and new legislative requirements
- Participate in agency meetings such as the VACCA Leadership Team, seniors, and staff meetings.
- Ensure Aboriginal culture is embedded throughout all aspects of the program to ensure cultural safety in all activities.
- To be responsible for maintaining and updating knowledge in relation to relevant legislation, policies, processes and templates, both internally and externally of the organisation.

The incumbent is also responsible for guiding staff within their Program/s to embed these frameworks in to their practices

## 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.