

POSITION DESCRIPTION

Position	Family Service Early Years Specialised Case Manager		
Reports to	Team Leader Family Services		
Position Number	TBC		
Status	Full time	Time Fraction	38 hours per week
Award	SCHADS 41-4.3	Location	Dandenong

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe, and thriving Aboriginal communities.

POSITION SUMMARY

The Early years Specialised worker will connect with and support vulnerable young pregnant, new mother (with children 0-4 years of age) and their partners as early as possible during their pregnancy and up to six months after the birth of their baby. Through a relational and culturally informed approach the worker will support expectant and new parents to build their capacity to meet the development needs of their baby and connect with culturally appropriate support services. The worker will work collaboratively with programs within VACCA, maternal health services, community-based child protection and other local community-based services.

The Worker's role is to create a culturally connected and nurturing environment for families, ensuring Aboriginal Culture is integrated into the program. They provide timely and effective family support services, including home visits on a weekly or fortnightly basis, strengthening parenting skills, work with the family to identify cultural needs, offer information about community activities, and complete referrals to relevant services.

KEY RELATIONSHIPS

Internal:	Team Leader, Program Manager, Program Staff, other Internal Program Areas and VACCA staff
External:	DHHS Community Protection, all partner alliance IFS providers, Maternal & Child Health, Education, Housing, Mental Health Teams, local ACCO's etc

KEY SELECTION CRITERIA

ESSENTIAL

To be successful in this role you will demonstrate:

- A commitment and understanding for the values that underpin VACCA' vision and purpose.
- An 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.
- Previous experience engaging and working with families on agreed goals and tasks using a strengths-based approach.
- Experienced in the preparation accurate documents and reports e.g. case notes, incident reports, court reports, work report that meet audience needs
- An understanding of developmental milestones for children
- Excellent time management and using tools effectively to assist with planning and organising even when faced with changing priorities.
- Effective and culturally appropriate interpersonal skills e.g. active listening, empathy in all verbal and non-verbal communications.
- Identification of risks in case management/ work practice and implements procedures to minimise/ eliminate negative outcomes and improve practice knowledge.

QUALIFICATION

- Diploma or Degree qualification in Community Services, Social Worker and/or substantial experience in these fields is desirable.
- Relevant work experience in Child Development, Social Work or Community Services field that supports an understanding of child development and family functioning including theories of attachment, intergenerational and personal trauma as well as relevant risk assessment frameworks, service responses and interventions in working with vulnerable families.

REQUIREMENTS

- Current employment Working with Children Check Card
- Obtain a clear outcome of a Police Check
- You must hold and continue to hold a full Australian Driver's Licence

POSITION ACCOUNTABILITIES

- Through a relational approach engage pregnant Aboriginal women and their partners as early as possible in their pregnancy journey, who have been identified by VACCA programs, other CSO's, maternity hospitals, and community child protection, or other referral sources
- Provide a comprehensive family support service to Aboriginal children and families by, but not limited to:
- Conducting home visits at various times of the day, which may include assisting in establishing morning and bedtime routines.

- Collaborate with families to identify their goals, formulate plans to address and fulfill their needs, and regularly monitor and review care plans to assist families in achieving their objectives.
- Offer guidance, support, education, and counselling to families on various topics, including child development, behaviour management, routines, parenting, financial management, and household management.
- Facilitating referrals and advocacy concerning housing, income security, and related matters.
- Connecting families with other necessary services as needed
- Complete ASQ TRAK assessment and refer children for further support as needed.
- Contribute to group work initiatives to support families effectively.
- Fulfill other duties in line with delivering an integrated model of family support services.

ADMINISTRATION

- Maintain a good standard of electronic records in line with the case management systems and DFFH legislative and VACCA policy requirements.
- Maintain accurate statistical data using data systems as required by VACCA and DFFH
- Participate in orientation and inductions, formal supervision, reflective practice, annual performance appraisals and professional development activities, in accordance with VACCA's supervision framework and related policies.

RELATIONSHIP MANAGEMENT

- Develop and maintain relationships with appropriate Aboriginal agencies, government bodies, and community service organizations to enhance support services.
- Collaborate seamlessly with all Early Intervention & Family Support Programs and other VACCA programs.
- Work as part of a multidisciplinary care team, sharing individual skills and knowledge
- Work collaboratively with a range of stakeholders to ensure coordinated approach to services for children, young people, and their families.

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 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.

This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) Identification (Tier 2) level which requires mandated MARAM Family Violence Screening & Identification training and responsibilities.