

POSITION DESCRIPTION

Position	Key Worker – Targeted Care Packages		
Reports to	Team Leader - OOHC	Direct Reports	Nil
Status	Fixed Term – 12 months	Time Fraction	Full Time
Award	SCHADS Level 4	Location	Werribee

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

POSITION SUMMARY

The role is responsible for providing intensive case management services to Targeted Care Package (TCP) clients and delivering the TCP. TCPs are creative and innovative care packages developed around specific children/young people aged 0-19 years as a wrap-around service incorporating all aspects of support and brokerage required to meet said objectives.

Working intensely with a small caseload, the Key Worker will directly engage and work with the child, their family, carers and others to facilitate changes that support achievement of the child's case plan, goals included within the TCP and the outcomes sought for the child or young person.

The Key Worker is expected to meet all DFFH & VACCA case management and reporting requirements.

The Key Worker will be responsible for delivering the TCP i.e. setting up services and ongoing payments; reporting and monitoring the impact of the child's package throughout their role in the child's care. It is through this monitoring that the child's care can be improved and then adapted to changes in the child's assessed need.

KEY RELATIONSHIPS

Internal: Team Leader- TCP, Program Manager - OOHC, Healing Team, Cultural Support Team, Corporate services, other program areas and colleagues, as required.

External: Clients/carers/family, DFFH - Child Protection, Other specialist service providers- health, disability support, mental health, education & employment support, Cultural and others, as required.

KEY SELECTION CRITERIA

ESSENTIAL

- Demonstrated commitment and understanding for the values that underpin VACCA' vision and purpose.
- Awareness and appreciation of Aboriginal societies and cultures and an understanding of the issues affecting Aboriginal people in contemporary Australia and the diversity of circumstances of Aboriginal people.

DESIRABLE

- Demonstrated experience in working and engaging with Aboriginal families and children.
- Demonstrated experience in child and family sector.
- Demonstrated experience with child development, attachment and trauma and the ability to use this knowledge to guide practice with Aboriginal children, families and carers.
- Legislation, policy and practice requirements relating to Aboriginal children, families and communities.
- Ability to undertake complex casework with families and children who have experienced trauma and may present with challenging behaviours, including using culturally safe therapeutic approaches to heal and build resilience.
- Ability to complete assessments, including assessments of risk.
- Ability to develop, implement and review plans for children and young people.
- Ability to advocate on behalf of Aboriginal children and families.
- Well-developed written and computer skills with the ability to prepare reports (including court reports) and maintain client records to a high standard.

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

CLIENT OUTCOMES & CASE MANAGEMENT

- Conduct casework and case management, under supervision, pursuant to the Children, Youth and Families Act 2005 and VACCA specific requirements on behalf of children and young people in the programs.
- Demonstrate best practice in culturally appropriate assessments, case planning and case management, including court work, in accordance with the program requirements and internal VACCA program manuals.

- Support the young person in accessing and participating in relevant educational, vocational, and recreational services.
- Provide support in the development and implementation of cultural plans which aim to strengthen young peoples' connection with family, community and culture.
- Where appropriate, to encourage and support family members and significant others, to maintain their involvement in the young persons' life.
- To support the carers to help maintain the stability of the placement.
- Contingency planning for placement breakdowns or planning forward for transition to alternate living arrangements such as lead tenancy, independent living or other.
- Arranging Care team meetings and working closely with all stakeholders towards identified client outcomes.
- Ensure all client records and files are up to date and that the Client Relationship Information System (CRIS) is used for recording, analysing, and reviewing client information.

REPORTING

- The Team Leader will support the Key Worker in the above tasks.
- Efficient delivery of the TCP by arranging services and disbursement of funds (this position has no financial delegation as this sits with the Team Leader).
- Maintaining accurate records of expenses and adhering to budgets and requesting variation to funding when required.
- Meeting DFFH (Child protection & TCP) & VACCA documentation & reporting requirements.

ENGAGEMENT AND PROFESSIONAL DEVELOPMENT

- Participate in external meetings and undertake other duties as determined by Team Leader.
- Participate in supervision.
- Participate in ongoing professional development and training, as required.
- Participate in the development and review of an annual performance development plan/ review document and in the probation review process.
- Work closely with all relevant Indigenous and non-Indigenous services to develop strong statewide and regional networks.

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.