

POSITION DESCRIPTION

Position	Team Leader - Residential Care Case Management	Position Number	
Reports to	Program Manager – Residential Care Case Management	Direct Reports	5 x Case Managers
Status	Full time		
Award	SCHADS Level 6	Location	Wurruk Ave Office, Preston or other locations as required.

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

POSITION SUMMARY

The Team Leader: Residential Care Case Management will be responsible for leading, guiding and supporting Residential Care Case Managers in their day-to-day case management work, role modelling and maintaining high standards of practice and advocating for the best interests of each individual child and young person within the context of their family and community.

The role will provide culturally safe supervision, oversight of caseloads, professional development, team building, monitoring and areas of compliance, auditing, reporting, some data collection, program development and contribution to the ongoing quality improvement of the program. They must also be able to safely assess and manage risk within the program, ensuring all children and young people have up-to-date safety planning that is in line with best practice.

The Team Leader: Residential Care Case Management will likely hold a small case load of complex cases and cover caseloads for their team members when on planned or unplanned leave. They will assist in the intake of new children and young people to the case management program, planning

allocations and tasks to ensure children, young people and families experience a guided and supported transition.

KEY RELATIONSHIPS

Internal: All residential Care staff, Residential Services Senior Management Team (SMT), Residential Service Leadership Team (LT), Aboriginal Healing Team, Principal Practitioner, other Specialist Practice Leads, and other VACCA support service programs.

External: DFFH: Child Protection, Placement Coordination Unit, Aboriginal Community Controlled Organisations (ACCOs), Other Community Services Organisations, AOD & Mental Health Services; Emergency & Health Services; Education Partners; Young Peoples' Families & Communities; Police, and Centre for Excellence.

KEY SELECTION CRITERIA

ESSENTIAL

- Demonstrated commitment and understanding for the values that underpin VACCA' vision and purpose
- Demonstrated 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.
- Demonstrated understanding in working with Aboriginal families and children
- Demonstrated ability to communicate in a clear, culturally appropriate and respectful way with a range of stakeholders including staff, Government and agency partners and clients
- Demonstrated leadership experience in child and family sector providing them with relevant information, support, feedback about their work, and opportunities for professional development.
- A sound knowledge and understanding of issues, policies, legislation, and practices in relation to child and family welfare and children in Residential Care.
- High level organisational skills including time management, planning and the ability to work as an effective team member.
- High-level written skills in case noting, Incident Reports and reports on the children and young people, as required and computer use ability, including demonstrated knowledge of Microsoft applications such as Excel and PowerPoint
- An ability to work flexible hours, if required.

REQUIREMENTS

- Demonstrated leadership experience in Case Management, preferably with young people in Out of Home Care
- A degree qualification in Social Work, Welfare or related field is required for this role, or equivalent experience. You may be required to complete additional training to meet the qualification requirements for Residential Care.
- You must have and continue to hold a full Victorian Driver's Licence, a current employment Working with Children Check card and a National Police Check
- Current COVID-19 vaccination (including booster dose, as applicable)

POSITION ACCOUNTABILITIES

KEY RESPONSIBILITIES

- Provide leadership and model professional, trauma-informed and culturally safe practice for Residential Services staff
- Conduct ongoing risk assessments, identifying potential for harm and protective factors, and where appropriate, implement risk management strategies in collaboration with case managers
- Ensure management and supervision of case workers in the Residential Care program, including conducting annual performance appraisals and identifying training opportunities.
- Work as part of a multidisciplinary team, sharing individual skills and knowledge.
- Establish and maintain positive and effective working relationships with children, parents, extended family and the Aboriginal Community.
- Oversee the day-to-day operation of the residential homes they are responsible for - Ensure that data is collated, recorded and as required by the Department of Health and Human Services.
- Be responsible for maintaining and updating knowledge in relation to relevant legislation, policies, processes and templates, both internally and externally, and to ensure that staff are implementing these in their practice.
- Ensure awareness and compliance by self and staff to Client Services policies, including cyber safety, substance abuse in out-of-home care, responding to children and young people with trauma related behaviour, responding to problem sexual behaviour, restraint and critical incidents.
- Participate proactively in team project initiatives
- Support other team members in periods of high demand and during periods of absence.
- Undertake other duties as directed.
- Proactively engage and build relationships across VACCA and with external stakeholders

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 VACCA MARAM Identification responsibilities.