



## POSITION DESCRIPTION

<b>Position</b>	Case Worker – Kinship Care	<b>Position Number</b>	TBC
<b>Reports to</b>	Team Leader – Kinship Care	<b>Direct Reports</b>	Nil
<b>Status</b>	12 Months fixed term	<b>Time Fraction</b>	Full-Time
<b>Award</b>	SCHADS 4	<b>Location</b>	Dandenong

## OUR VISION

Aboriginal self-determination – Live, Experience and Be.

## OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

## POSITION SUMMARY

The Aboriginal Kinship Care Program works with Aboriginal children and families, providing Kinship Case Contracted Services which involves VACCA assuming full case management of children on protective orders and who is placed long-term with their extended families.

The Kinship Care Caseworker is expected to provide all aspects of case management and provide ongoing support to carers and children involved in statutory kinship care placements. Visit the children in kinship care placements and identify the training and support needs of kinship carers, particularly non-Aboriginal kinship carers in terms of their cultural competence and connection to the Aboriginal community.

## KEY RELATIONSHIPS

*Internal:* VACCA staff group, other OOHC programs within VACCA

*External:* Child Protection DHHS and other government departments, health professionals, schools, Early Years providers, other Aboriginal organizations and services, Community Service Organisations

## KEY SELECTION CRITERIA

### ESSENTIAL

- 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 knowledge and practice experience in the child welfare field.
- Demonstrated experience in identifying risks in case management/work practice and implements procedures to minimise/eliminate negative outcomes and improve practice.
- Demonstrated experience in preparing accurate documents and reports e.g., case notes, incidents reports, court reports, work reports that meet audience needs.
- Demonstrated ability to advocate/negotiate for children and families in ways which advance organisational objectives.
- Demonstrated ability to communicate clear, culturally appropriate, respectful, and consistent messages to clients and community members and other staff.
- Demonstrates ability to listen respectfully, facilitates the resolution of clients and colleagues' problems in a culturally respectful ways and works towards the resolution.

## REQUIREMENTS

- Certificate, Diploma or Degree qualification in Community Services, Social Worker and/or substantial experience in the field.
- Where a degree is commenced but not completed, salary will be fixed at Award Level 3 until successful completion.
- You must have and continue to hold a full Victorian Driver's Licence and a current employment Working with Children Check card.
- COVID 19 Vaccination.

## POSITION ACCOUNTABILITIES

- Provide ongoing support to carers and children involved in statutory kinship care placements.
- Fortnightly visit with the children in kinship care placements.
- Identify the training and support needs of kinship carers, particularly non-Aboriginal kinship carers in terms of their cultural competence and connection to the Aboriginal community.
- Provide cultural information and support to non-Aboriginal kinship carers.
- Provide family support to carers who need short term family support intervention.
- Participate in a roster to provide information and advice to kinship carers via phone or in person.
- Organise and facilitate access between the children in kinship care placements and their parents or other family members.
- Identify children's needs using the Looking after Children framework and the resources needed to meet these needs as well as completing LAC documentation.
- Complete quarterly reports, court reports and Best Interests Draft Case plan reports for each allocated child in a kinship care placement.
- Complete Carer Assessments and Permanent Care Assessments as required.

## ADMINISTRATION

- Accurate record keeping, including case notes, completed forms and reports as required according to program guidelines and agency registration obligations.
- Case management and maintenance of client files in line with legislative and policy requirements



- Maintain accurate statistical data using data systems as required by VACCA and DFFH

## RELATIONSHIP MANAGEMENT

- Establish effective working relationships with partner agencies providing services and support to kinship carers, children and young people.
- Participate in local, regional and other network meetings encompassing issues and current initiatives addressing family violence
- Attend and actively contribute to regular team meetings and other forums

## 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.