

POSITION DESCRIPTION

Position	Family Services Specialist Disability Practitioner	Position Number	
Reports to	Team Leader Specialist Services	Direct Reports	(role names)
Status	Fixed term – 10 months	Time Fraction	Fulltime
Award	SCHADS 4	Location	Frankston

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

POSITION SUMMARY

This position is responsible for providing disability-related case consultations to the broader family services system within the Southern metro and Bayside Peninsula area. The secondary consultation role aims to support practitioners working in family services to maximise the disability supports and outcomes for children with disability now available through the NDIS.

KEY RELATIONSHIPS

Internal: All VACCA services and programs

External: ACCOs, DFFH, Orange Door Hub, Child First, NDIS Local Area Coordinators (LACs), Schools, Health Services etc

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 commitment to continually build knowledge of such, along with a high level of awareness of the key issues which impact upon Aboriginal communities.
- Demonstrated experience in working and engaging with Aboriginal families and children/ Demonstrated experience in child and family sector.

- Knowledge of the NDIS operational model and NDIS planning processes
- Demonstrated experience liaising with the NDIS funded sector, including Local Area Coordinators, Support Coordinators and NDIS planners.
- An understanding of the support needs of vulnerable families with disability
- Demonstrated case management experience in a community service setting.
- Demonstrated experience or knowledge of the family services sector.
- Strong communication, negotiation and influencing skills.
- Excellent ability to connect and build rapport with multiple stakeholders.

REQUIREMENTS

- Experience, or formal qualifications in Social Work, Family Support, or Family Welfare or experience in the field is desirable.
- You must have and continue to hold a full Victorian Driver's Licence, a current employment Working With Children Check card and a clear National Police Check
- Current COVID-19 vaccination (including booster dose, as applicable)

POSITION ACCOUNTABILITIES

KEY RESPONSIBILITIES

The family services specialist disability practitioners are expected to:

- Deliver a service that is sensitive to the needs of children and parents with disability and provide a flexible response that recognises and supports the strengths, dignity and desires of the person with a disability in their family context.
- Work with Aboriginal vulnerable families to identify disability support needs, assist with NDIS access and undertaking NDIS disability-related goal setting and helping families prepare for their plan reviews.
- Integrate both family services and disability services to support whole of family functioning.
- Develop a comprehensive understanding of the NDIS funded supports that can contribute to building family capacity and the sustainability of care.
- Work actively and collaboratively with the family and NDIS, NDIS Local Area Coordinators (LACs) and/or Support Coordinators to identify the disability support needs of the family.
- Provide case coordination of relevant mainstream services, such as schools and health care providers, (where needed) and work with NDIS LACs, planners and Support Coordinators to ensure a joined-up approach tailored to the needs of the family. Coordination could occur via telephone or email, through case conferencing or during care team meetings.
- Provide consultations to other child and family services agency practitioners on disability and NDIS-related issues.
- Build the ongoing capacity of other family services practitioners to support families with disability support needs through understanding and utilising avenues for secondary consultation and referral.

- Build the ongoing capacity of all family services practitioners to support families to navigate the NDIS to receive timely access to disability supports.
- Where working with child protection to support a family, provide advice for the child protection practitioner regarding what they should expect the NDIS to fund for the disability support of children and young people.
- Build relationships with specialist schools to encourage the early identification and early support of families where the complexity of the disability support needs is likely to cause increased family pressure.
- Work collaboratively with DFFH Divisional Disability and Principal Disability Practice Specialist practitioners (DPA/PDPAs) to:
 - Identify families with complex disability support needs at risk of breakdown due to unmet disability support needs and who may require a DPA/PDA response. Refer Section on the relationships with PDPAs and DPAs (pg. 5).
 - Discuss and refer in scope families to the family services agencies and practitioners delivering the 'Children with Complex Disability Support Needs' program. Refer to the Section on the relationship between specialist practitioners and the Children with Complex Disability Support Needs program (pg. 5).

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 cooperative relationships with local NDIA/NDIS staff and providers to work collaboratively to support families.
- Participate in local, regional and other network meetings encompassing issues and current initiatives
- 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

- XXXX
- XXXX

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 X) level which requires mandated MARAM Family Violence Screening & Identification training and VACCA MARAM Identification responsibilities.