

Job Description:

Job Title:	Team Leader- OoHC		
Job Type:	Full Time- 12 months with view of extension	Location:	Ovens Murray Wangaratta/Wodonga
Reports to:	Snr Program Manager OoHC	Direct Reports:	Up to 6
1. Job Purpose:			
<p>The Ovens Murray Foster Care Program works with Aboriginal children and families who live in the Ovens Murray Region.</p> <p>Foster care program aims to provide effective and targeted out of home care placements and support for children referred to the program, as well as their families.</p> <p>The Ovens Murray Foster Care Program is in implantation stages, during this time the position will assist and support the implantation which may include case management responsibilities.</p> <p>During the implementation phase the position may be required to supervise other program areas to support the needs of the area.</p> <p>Responsibilities will include:</p> <ul style="list-style-type: none"> - To conduct ongoing risk assessments, identifying potential for harm and protective factors, and where appropriate, implement risk management strategies - Daily management and supervision of case workers in the extended care program, including conducting annual performance appraisals and identifying training opportunities. 			
2. Position Accountabilities			
Leadership and support			
<ul style="list-style-type: none"> - To conduct ongoing risk assessments, identifying potential for harm and protective factors, and where appropriate, implement risk management strategies - Daily management and supervision of case workers in the extended care program, including conducting annual performance appraisals and identifying training opportunities. - To oversee ensure the day to day responsibilities for case contracted clients occur. - To ensure that all children have a therapeutic advisor and the support of a care team. - 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 			
Administration			
<ul style="list-style-type: none"> - To review work plans, court reports and other relevant reporting requirements within the specified timeframes - Ensure the case management, care giver, clients notes and all critical client information are captured electronically to ensure high standards of service delivery. 			

Relationship and Collaboration

- To develop co-operative working relationships with external agencies and providers to optimise client service delivery and referral

Program Monitoring and Development

- Participate in the continuous development of program guidelines and evaluations processes for the program to ensure high standards of service delivery of program.
- To monitor and ensure program targets are met.
- In partnership with the Program Manager and EM, to ensure client reviews, feedback and safety checks are undertaken annually.
- To assist in the implementation of programmatic changes
- Be involved and consulted in conjunction with the EM in the management of Quality of Care concerns for VACCA clients.
- To assist in the provision of advice and training to professional staff within and external to the Victorian Aboriginal Child Care Agency regarding child maltreatment, case management and other related topics.
- To be responsible for maintaining and updating knowledge in relation to relevant legislation, policies, processes and templates, both internally and externally of the organisation, and to ensure that staff are implementing these in their practice.

Data Collection

- To ensure that data is collated, recorded and monitored for the Foster Care Program as required by the Department of Health and Human Services.

Others

- To participate in supervision, staff appraisal and staff development to uphold VACCA's policies of professional development.
- To participate in the Ovens Murray Goulburn VACCA Managers meetings, and broader management meetings as required.
- When required, to be part of an on-call crisis service for emergencies in relation to placement of children out of working hours.
- Support other team members in periods of high demand and during periods of absence.
- Participate in project groups and attend events
- During implementation there may be a required to supervise and manage other program areas as required in the area.
- Case Management tasks as required.
- Undertake other duties as directed

3. Key Selection Criteria

Knowledge & Skills

- 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 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 and ability in the provision of a high standard of case management practice.
- Proven ability to articulate clear, assertive and persuasive messages when advocating on behalf of children and families.
- Demonstrated ability to mentor staff by providing them with relevant information, support, feedback about their work, and opportunities for professional development.

- Demonstrated capacity to work as part of a team as well as providing leadership to a team and capacity to allocate tasks.
 - Demonstrated ability to work effectively with Aboriginal organizations, government departments and community service organizations.
 - Demonstrated ability to prepare accurate documents including case notes and reports that meet audience needs
 - Demonstrated ability to develop and communicates clear, culturally appropriate, respectful and consistent messages to staff, clients and community members.
 - Demonstrates ability to model appropriate interpersonal skills, self-awareness, self-management, and community/ cultural awareness in communications, problem solving and conflict resolution
 - A sound knowledge and understanding of issues, policies, legislation and practices in relation to child and family welfare and in particular, children in out-of-home care.
 - Experience in working within a variety of frameworks and models; trauma informed practice, critical reflective practice, cultural imbedded frameworks, best interests of the child, child centred practice, case management principles
- Experience and sound understanding of computer data bases such as CRIS and CRISSP, Microsoft office packages

Competency Requirement

- **Time Management:** Prioritises work; delegates appropriately demonstrating an understanding of the competing demands of community aspirations, organisational, team, individual and stakeholder priorities, and ensures key requirements are met
- **Communication:** Develops and communicates clear, culturally appropriate, respectful and consistent messages to staff clients and community members
- **Written Communication:** Prepares accurate documents including, reports requested by the programs, case notes and case reports that meet audience needs
- **Problem Solving** Implements organizational policies, procedures and systems to address incidents and problems and assists team members to develop culturally appropriate solutions
- **Interpersonal skills** Models appropriate interpersonal skills, self-awareness, self-management, and community/ cultural awareness in communications, problem solving and conflict resolution
- **Risk Management:** Manages risk and reports on mitigation strategies and recommends improvements
- **Leadership skills:** Demonstrated experience in coaching and/or mentoring workers in complex casework and assessments relating to Aboriginal children, families and carers across the out of home care system

Personal Attributes

- Empathy, Compassion, Resilience, Motivation, Advocacy and Professionalism

Qualification:

- Experience working in the Victorian OOHC sector and or the Child Protection Field
- Qualifications in Human Services or a related discipline

Mandatory requirements:

- Must have and continue to hold a full Driver's License
- A current employment working with children check card or willingness to get one.

Key internal relationships:	Leadership group, OoHC programs across VACCA, Quality and Projects teams	Key external relationships:	DFFH, CSO, ACCO's
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ABOUT THE ORGANISATION:

The Victorian Aboriginal Child Care Agency (VACCA) is the largest organization of its kind in Australia. VACCA is an Aboriginal community-controlled organization that supports and advocates for the Aboriginal community. Our strength lies with our people. Our team is committed to the organisation’s vision and values; advocates for our children and other vulnerable community members; and shows respect for, observance and compliance with Aboriginal cultural protocols, practice and ceremony. Our Aboriginality is what distinguishes us from mainstream services and what enables us to deliver the positive outcomes we achieve for our people.

VACCA designs, develops and delivers programs with self-determination and an understanding that the intergenerational trauma experienced by our community requires intergenerational and community healing. Through Cultural Therapeutic Ways VACCA is implementing a whole of agency approach to guide VACCA’s practices of healing for Aboriginal children, young people, families, community members and carers who come into contact with our services, as well as creating a safe and supportive workplace for staff.

Our principles & Values

Best Interest of the Child

Aboriginal Cultural Observance

Respect

Self- Determination

Healing and empowerment

Excellence

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.

Please visit www.vacca.org to know more about us