

## POSITION DESCRIPTION

<b>Position</b>	<b>Kinship Finding Worker</b>
<b>Reports to</b>	<b>Kinship Finding Manager</b>
<b>Direct Reports</b>	<b>NA</b>
<b>Status</b>	<b>Full Time</b> (12 month contract)
<b>Location</b>	<b>Mary Street - Preston</b>

## BACKGROUND

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 employs over 600 staff and delivers more than 70 programs across the state. VACCA's experience and expertise in the delivery of therapeutic interventions are underpinned by culture, connection, and healing. 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.

Central to VACCA's work is the importance of connection to family, community and culture as essential to Aboriginal children's safety, stability and ensuring that they have an ongoing sense of belonging. As Victoria's largest Aboriginal child welfare agency, VACCA will play a key role in the process of transitioning the care and case management of Aboriginal children from government and non-Aboriginal organisations to Aboriginal community-controlled organisations following the recent decision of the Victorian Government.

VACCA is implementing cultural therapeutic ways which is an agency wide framework that underpins our work with the community, our clients and staff.

## OUR VISION

Aboriginal self-determination - Live, Experience and Be.

## OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

## PROGRAM AREA

The VACCA Kinship Finding Program is a first in Victoria for Aboriginal children and young people aged 0-18 years who are subject to child protection involvement and who are either in out of home care or at risk of entering out of home care.

It is a state-wide program that accepts referrals from DFFH to assist in family finding, identify known kinship networks and research family trees for the purpose of connecting children to family, community, country and culture.

This program has established and manages the first specialised Victorian Aboriginal Kinship Finding Database for Aboriginal children in out of home care.

## POSITION SUMMARY

VACCA Kinship Finding Worker role will be responsible for providing overall support to the Kinship Finding Program. The position will:

- Explore and identify kinship networks for potential placements.
- Research Aboriginal family trees and genealogies.
- Strengthen connections for Aboriginal children and young people with family.
- Promote culture and connections to community.
- Research placement quality for children and young people living with kinship families.
- Investigate placement stability, including reducing the likelihood of entry into residential care.

## KEY RELATIONSHIPS

*Internal:* VACCA staff and community, including client services regional management and staff, corporate program staff.

*External:* Government departments, Aboriginal Family Finding Kinship Program Advisory Group & Partner Organisations, Aboriginal Community Controlled Organisations, other child and family welfare services and Aboriginal

## KEY SELECTION CRITERIA

- 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 ability to manage time and uses tools effectively to assist with planning and organising even when faced with changing priorities.
- Listens to clients/community members and pass on relevant information accurately and appropriately.
- Ability to prepare and provides accurate information using forms, case notes, and standard templates appropriate to the task that meets the audience needs.
- Ability to follow work plans and prioritises key tasks.
- Ability to work collaboratively with other organisations in formal and informal partnerships to achieve mutually agreed client /community/Aboriginal outcomes.
- Demonstrates effective and culturally appropriate interpersonal skills e.g. active listening, empathy in all verbal and non-verbal communications.
- Demonstrates ability to build a positive, culturally supportive team environment and facilitates the development of team members.
- Demonstrated high levels of discretion and integrity.
- Demonstrate ability to speak in a culturally appropriate, respectful manner and deliver clear messages to clients and community members and other staff.

## 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

The accountabilities of the VACCA Kinship Finding Worker will be to:

- Provide a culturally appropriate Aboriginal Kinship Finding statewide service to Aboriginal families and DFFH workers that ensure privacy and sensitive handling of information on children and their families.
- Support referrals from DFFH and adhere to clear guidelines and procedures for the cross reference of information, collecting further information to perform the role.
- Liaise with programs & services including historians, record agents and biographers, trace personal histories of descendants and undertake archive research and applying knowledge of local history.
- Liaise with DFFH, Aboriginal community, Elders and organisations for the purpose of finding Aboriginal kinship and building family trees using various techniques over the phone or in person.
- Provide ongoing case notes and management of a secure database containing kinship information and genealogies for Victorian Aboriginal children and young people between the ages of 0-18 years sourced from referral information provided by DFFH.
- Prepare and collate reports of Kinship Finding and/or Cultural Connections to relevant DFFH staff, outlining kinship findings from the outcomes of extensive kinship exploration work, including a genogram or similar visual representation of any known kinship networks.

- Ability to develop and maintain quality internal and external partnerships and networks with key stakeholders including government departments and community agencies.
- Support DFFH staff by providing day to day advice to DFFH regarding all aspects of locating and obtaining family and kinship network information.
- Participate in team meetings, training and other relevant forums as required.
- Undertake other tasks as directed.

#### 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 in order 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.

## HOW TO APPLY

### **APPLICATIONS MUST INCLUDE:**

- A cover letter outlining why you are applying for this position.
- A resume with your skills, experience and qualifications.
- Written responses to the key selection criteria outlined above.

**Aboriginal and Torres Strait Islander people are strongly encouraged to apply.**

**Applications must be submitted on the VACCA website at [www.vacca.recruitment.com.au](http://www.vacca.recruitment.com.au)**

For more information, please contact Nikki Lowe, Acting Manager, Kinship Finding Program on 0434 841 196.