



VACCA
Connected by culture

POSITION DESCRIPTION

Position	Case Support Worker - OOHC
Reports to	Team Leader
Direct Reports	NA
Status	Full time
Location	Werribee & Melton Offices

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.



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PROGRAM AREA

VACCA out of home care programs are responsible for delivering culturally appropriate and quality services and support to children and carers who are part of the Kinship Care, Extended Care and Foster care programs.

POSITION SUMMARY

The Case Support Worker provide support to out of home care case managers and teams within the respective office.

The position will support workers to undertake case related and administrative tasks such as filling, entering data and case noting. In addition, the worker will also provide supports through transporting and supporting children and carers to attend appointments and activities and contact with family. These activities are undertaken within the framework of each child's case plan.

The position will liaise closely with the child or carer's case manager and the Team Leader in planning and delivering the support activities.

VACCA fleet cars and mobile phones will be made available to the Support Case Workers when on duty. The position will be required to work outside of regular work hours including weekend work as needed.

KEY RELATIONSHIPS

Internal:

Out of home care team & team leader, Corporate services, other program areas and colleagues, as required.

External:

Clients/ carers/ family, DHHS-Child Protection & other units, Schools, Other specialist service providers- health, disability support, mental health, education & employment support, Cultural and others, as required

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 experience in working and engaging with Aboriginal families and children
- Sound administration skills – including ability to record case notes, maintain files, use computer databases
- Proven and sound time management skills, communication skills, reliability, accountability and commitment to high quality client service.
- Proven ability to work in a team and independently



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- A willingness to participate in training programs and in supervision.
- Ability to work out of normal business hours as required by the role

Requirements

- You must have and continue to hold a full Victorian Driver's Licence and a current employment working with children check card.
- Current COVID-19 vaccination (~~minimum one dose, prior to commencement~~)

POSITION ACCOUNTABILITIES

CLIENT OUTCOMES & CASE SUPPORT TASKS

- Carry out case work support tasks as determined in discussions with Case workers and Team Leader.
- Case noting activities undertaken with clients and carers and maintenance of files
- Participate in team meetings or client care team meetings as deemed necessary by the Team Leader.

PERFORMANCE AND PROFESSIONAL DEVELOPMENT

- Participate in supervision.
- Participate in ongoing professional development and training, as required.
- Carry out duties in accordance with the philosophy, policies, work practices and protocols of VACCA.

HEALTH, SAFETY & WELLBEING

- Regular travel is required for this role
- 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 internal policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

OTHER

- Generate general and specific communication to stakeholders via effective and timely use of Staff Bulletin, intranet, forums and other opportunities as they arise.
- Participate proactively in team project initiatives
- Support other team members in periods of high demand and during periods of absence.



- Participate in project groups from time to time
- 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.