

## POSITION DESCRIPTION

<b>Position</b>	<b>Foster Care Case Worker</b>
<b>Reports to</b>	<b>Team Leader</b>
<b>Direct Reports</b>	<b>NIL</b>
<b>Status</b>	<b>Full time</b>
<b>Location</b>	<del>Warrabee</del> Melton

## 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. 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.

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 Out of Home Care Program provides a culturally safe service to support Aboriginal children and young people who are in out-of-home placements. The Program provides support to the families of the children and to carers. VACCA works towards reuniting children, wherever possible, with natural parents and extended families.

## POSITION SUMMARY

This position is within the Community Care suite of programs including: Foster Care, Foster Care Training and Recruitment, Aboriginal Children's Healing Team, Permanent Care, Leaving Care and Cultural Support Programs.

## KEY RELATIONSHIPS

*Internal:* Kinship and Foster care programs and staff, Lakidjeka, AFLDM convenors, Aboriginal Healing team

*External:* DHHS, ACCOS, CAMHS

## KEY SELECTION CRITERIA

- Demonstrated commitment to self-determination and experience working effectively with Aboriginal people and organisations.
- Demonstrated awareness and appreciation of Aboriginal societies and cultures, and commitment to continually build knowledge of such, along with an awareness of the key issues which impact upon Aboriginal communities
- Ability to advocate for Aboriginal children and communicate in a clear, culturally appropriate and respectful way with a range of stakeholders including staff and external parties.
- Ability to identify the training and support needs of carers, particularly non-Aboriginal carers in terms of their cultural competence and connection to the Aboriginal community.
- Demonstrated Case management skills.
- Excellent conceptual and writing skills, with the ability to write reports, including Incident Reports and Court Reports.
- Strong computer skills.
- Capacity to work both independently as a member of a team and a willingness to participate in training and supervision as requested.
- Capacity to work as a member of a team.

### Competency Requirement

- **Time Management:** Manages time and uses tools effectively to assist with planning and organising even when faced with changing priorities
- **Communication** Communicates clear, culturally appropriate, respectful and consistent messages to clients and community members and other staff
- **Written Communication:** Prepares accurate documents and reports e.g. case notes, incident reports, court reports, work report that meet audience needs
- **Problem Solving** Listens respectfully, facilitates the resolution of clients' and colleagues' problems in culturally respectful ways

- **Interpersonal skills** Demonstrates effective and culturally appropriate interpersonal skills e.g. active listening, empathy in all verbal and non-verbal communications
- **Risk Management:** Identifies risks in case management/ work practice and implements procedures to minimise/ eliminate negative outcomes and improve practice knowledge

## Personal Attributes

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

## **Mandatory requirements:**

- Must have and continue to hold a full Victorian Driver's Licence

A current employment working with children check card or willingness to get one.  
Current COVID-19 vaccination

## **POSITION ACCOUNTABILITIES**

- Provide a casework and case management service to Aboriginal children living in out of home care and ensure that the children's needs are met using a developmental and trauma informed approach.
- Regularly visit the children and young people in placements.
- Provide cultural information and support to foster carers.
- As required organize and facilitate access between the children 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.
- Accurately update and maintain client data on the CRISSP and CRIS electronic data systems.
- Prepare quarterly reports, court reports and Best Interests Planning reports for each allocated child in a kinship care placement.
- Assist in Quality Improvement activities to ensure agency compliance with the Community Service Organization Registration Standards.
- An ability to work flexible hours will be required.

## **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.