

## POSITION DESCRIPTION

<b>Position</b>	Cultural Engagement Case Administrator – Eastern Office
<b>Reports to</b>	Team Leader
<b>Direct Reports</b>	NA
<b>Status</b>	Part time (.5FTE), Ongoing position
<b>Location</b>	Based at the Chirnside park office

## 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 Cultural engagement team consists of Cultural Support Planning (CSP)/Aboriginal Family Led Decision Making (AFLDM) and Koori Cultural Placement & Support Programs (KCP&SP) these programs are a vital role in supporting Aboriginal children and young people living in out-of-home care to maintain and develop their connection to their Aboriginal culture and community.

## POSITION SUMMARY

The role of the Cultural Engagement Case Administrator is to:

- Provide administrative and case support to the AFLDM, CSP and KCP&SP programs
- Provide administrative support to the AFLDM, CSP and KCP&SP teams re data & client information systems
- Work within a small team and report to a Team Leader
- Liaise and develop several internal relationships with VACCA programs, External stakeholders, Aboriginal and non-Aboriginal services where appropriate

## KEY RELATIONSHIPS

Internal: Out of Home Care Teams, Lakidjeka, AFLDM Convenors, CSP advisors

External: DFFH, CP case managers, Care Team members.

## KEY SELECTION CRITERIA

- Demonstrated understanding of, and commitment to, the values that underpin VACCA's 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 understanding in working with Aboriginal families and children.
- Demonstrated experience and ability when dealing with stakeholders and clients in a culturally sensitive manner.
- Demonstrated experience and achievement in providing a wide range of administrative support in a complex and demanding work environment.
- High-level computer skill in word processing, data entry and data retrieval.
- Experience in the storage, accessing, handling and security of confidential material.
- An ability to work as a member of a team.
- Excellent organizational abilities.

## 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

- Provide administrative and case support to the staff of the cultural engagement team
- Provide administrative support to the cultural engagement team regarding data & client information systems
- Type up minutes, case notes and meetings note as required.
- Assist the Team Leader in relation to establishing and maintaining the data base for cultural support planning
- Participate proactively in team project initiatives (cultural youth groups, Christmas events and school holiday programs)

## 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

- 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
- Participate actively in supervision and professional development opportunities.
- Keep accurate and complete records of your work activities in accordance with legislative requirements and VACCA records, information security and privacy policies and requirements.



## 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.