

## POSITION DESCRIPTION

<b>Position</b>	<b>Foster Care Team Leader</b>
<b>Reports to</b>	<b>Senior Program Manager, Home Based Care</b>
<b>Direct Reports</b>	<b>2-3</b>
<b>Status</b>	<b>Full time</b>
<b>Location</b>	<b>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 700 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.

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 Northern VACCA Foster Care Program provides a culturally attuned service to support Aboriginal children and young people who are in out-of-home care. The team works to support the families of the children to ensure that connection to family and culture is strengthened, so that children know who they are and where they belong. A key function of the team is also to support our foster carers to be able to provide high quality care to these vulnerable children, and to keep them connected to their culture. VACCA works towards reuniting children, wherever possible, with parents and extended family. The Northern program sits under the Senior Program Manager, Home Based Care, who is also responsible for the Aboriginal Kinship Care program and Targeted Care Packages Team.

## POSITION SUMMARY

The Team Leader is responsible for the day to day management of the program, and providing support and supervision to staff. The role is pivotal to ensuring compliance with agency registration and out of home care standards. The role must engage with internal and external stakeholders including Child Protection, Housing Services and a range of Aboriginal Organizations in the North. The Team Leader in conjunction with the Senior Program Manager is responsible for monitoring and ensuring that compliance in relation to carer supervision, annual reviews and safety screening, and compliance in relation to children and young people is maintained.

## KEY RELATIONSHIPS

*Internal:* Kinship and Targeted Care Packages programs and staff, Lakidjeka ACSASS, AFLDM convenors, Aboriginal Healing team, Senior Cultural Support Advisors, Nuge!

*External:* Department of Families, Fairness and Housing Child Protection, Northern Placement Coordination Unit, Aboriginal Community Controlled Organisations, Victorian Aboriginal Health Service, schools,

## KEY SELECTION CRITERIA

The successful applicant will possess:

- A sound knowledge and understanding of Aboriginal culture and values and the ability to effectively communicate with Aboriginal people.
- Demonstrated experience and ability in the provision of a high standard of case management practice.
- A proven ability to advocate on behalf of children and families.
- A demonstrated ability to mentor staff by providing them with relevant information, support, feedback about their work, and opportunities for professional development.
- A demonstrated capacity to work as part of a team as well as providing leadership to a team and capacity to allocate tasks.
- An ability to work effectively with Aboriginal organizations, Government departments and community service organizations.
- Well-developed written and oral communication skills and the ability to prepare reports.
- Sound negotiation skills.

- An ability to work flexible hours.

## POSITION ACCOUNTABILITIES

Oversee the daily operation of the Foster Care Program; including

- Supervision of case workers in the foster care program, including staff training and appraisals
- oversee the day today responsibilities for case contracted clients; including timely provision of quarterly reports, court reports, case plans, LAC documentation and ensure every child has a Cultural Support Plan
- ensure that all children have a Care Team which meet regularly
- monitor and ensure programmatic client targets are met.
- ensure caregiver reviews, feedback and safety checks are undertaken annually.
- Attendance at external meetings to advocate for the rights and needs of Aboriginal and Torres Strait Islander children and families as required
- ensure that data is collated, recorded and monitored for the Foster Care Program as required by the Department of Families, Fairness and Housing.
- Attendance and contribution at agency management meetings
- Be involved and consulted in conjunction with the Senior Program Manager in the management and reporting of critical incidents
- liaise with OOHC Project Officer regarding agency registration requirements and new legislative requirements
- participate in a roster to provide an on-call crisis service for emergencies in relation to placement of children out of working hours.
- be responsible for maintaining and updating knowledge in relation to relevant legislation, policies, processes and templates, both internally and externally of the organisation.
- 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, and critical incidents

## 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

VACCA's recruitment processes align with the Victorian Child Safe Standards. All employees are required to undergo a National Police Records Check, a Working with Children Check and comply with the Code of Conduct policy.

VACCA is an equal opportunity employer and has a smoke-free workplace policy.