

POSITION DESCRIPTION

Position	Care Services Team Leader – Foster Care
Reports to	Senior Program Manager of Care Services
Direct Reports	Approx 5
Status	Full Time
Location	Chirnside Park, East region

BACKGROUND

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 800 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 in line with the Victorian Government policy direction.

OUR VISION

Aboriginal self-determination - Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe, and thriving Aboriginal communities.

PROGRAM AREA

The Foster Care program is part of VACCA's out of home care services at Chirnside Park in the East region. Children and young people in foster care range from 0-18 years. They can be in voluntary and statutory placements with appropriately screened, trained, and assessed foster carers.

The Chirnside Park office of VACCA delivers a range of out of home care services as well as family support services to Aboriginal children and families in the East region.

This Team Leader role will oversee service delivery of the Foster Care Program.

POSITION SUMMARY

To provide effective and targeted out of home care placements and support for children referred to the program, as well as their families.

This position will provide management and leadership to case managers and case support workers working with children and young people in Foster Care.

The Team Leader will ensure that our Foster Carers receive high level support and guidance and that their views are heard within the program and in the planning for our clients.

KEY RELATIONSHIPS

Internal: All VACCA Programs and management team

External: Department of Families, Fairness and Health; other Community Service Organizations; Aboriginal organizations and services

KEY SELECTION CRITERIA

- Awareness and appreciation of Aboriginal societies and cultures and an understanding of the issues affecting Aboriginal people in contemporary Australia and the diversity of circumstances of Aboriginal people
- Commitment to VACCA's vision and purpose.
- Demonstrated experience in team leadership and management, ability to use initiative, thinking laterally and strategically during times of pressure
- Experience and sound understanding of computer data bases such as CRIS and CRISSP, Microsoft office packages
- A sound knowledge and understanding of issues, policies, legislation, and practices in relation to child and family welfare and in particular, children in out-of-home care.
- An ability to work effectively with Aboriginal organizations, government departments and community service organizations.
- Experience in working within a variety of frameworks and models; trauma informed practice, cultural imbedded frameworks, best interests of the child, case management principles

QUALIFICATIONS & EXPERIENCE

- Tertiary qualifications In Human Services or a related discipline
- At least 3 years' experience working in the Victorian OOHC sector and or the Child Protection Field
- Demonstrated interpersonal communication skills: verbal, active listening, written with a variety of stakeholders within the community, including skills in negotiation
- Demonstrated ability in time management and organisational skills

REQUIREMENTS

- You must have and continue to hold a full Victorian Driver's Licence; a current employment Working with Children Check card and a National Police Check.
- Current COVID-19 vaccination, including booster dose as applicable.

POSITION ACCOUNTABILITIES

- Oversee the daily operation of the Foster Care program.
- Daily management of staff including involvement in staff training and conducting staff appraisals.
- Provide regular 1.1 supervision to Foster Care case managers and case support workers
- Ensure the agency meets all its responsibilities in relation to the contracting of DFFH cases.
- Allocate cases to case managers and monitor the management of each placement.
- Monitor and ensure all program targets are being met.
- Ensure all foster carer compliance matters are met as per the OOHC requirements, including but not limited to up-to-date police checks, WWCC, home and environment checks, annual carer reviews.
- Ensure that data is recorded, collated, and monitored for the Foster Care program as required by the Department of Families, Fairness and Housing, particularly in relation to the use of CRIS and CRISP. Prepare monthly data for Operations/Executive Manager.
- Check all court reports and case plan reports for all cases before they are submitted to the court of the DFFH Team Manager.
- Assist in the implementation of a Carer Support Groups.
- Work collaboratively with the VACCA Lakidjeka ACSASS, Child First, Family Services, Aboriginal Family Led Decision Making Program, Permanent Care and any other programs impacting on the Foster Care program.
- Participate in the Critical Incident Management system (CIMS) as requested by the Operations Manager.
- Ensure all client related compliance is met as per the OOHC requirements which includes but not limited to health and dental checks for children and Looking after children (LAC) planning.
- Liaise with the VACCA Quality Improvement Team regarding implementation of Quality Plans, CIMS and new legislative requirements.
- Participate in an After Hours On Call/Recall roster.
- Participate in supervision and training.
- Ensure Aboriginal culture is embedded throughout all aspects of the program to ensure cultural safety in all activities.
- To be responsible for maintaining and updating knowledge in relation to relevant legislation, policies, processes and templates, both internally and externally of the organisation.

- The incumbent is also responsible for guiding staff within their programs to embed these frameworks in to their practice.
- 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, restraint 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.