



**VACCA**  
Connected by culture

## POSITION DESCRIPTION

<b>Position</b>	Cultural Support Plan Advisor	<b>Position Number</b>	Wst097
<b>Reports to</b>	Team Leader Cultural Services Program	<b>Direct Reports</b>	Nil
<b>Status</b>	Ongoing	<b>Time Fraction</b>	Full time – 38 hours
<b>Award</b>	SCHADS Level 4	<b>Location</b>	VACCA Werribee Office

**Please note: This is an Aboriginal and/or Torres Strait Islander designated position, classified under Section 12 Special Measures of the Equal Opportunity Act 2010. This employment opportunity is only available to Aboriginal and Torres Strait Islander people**

## OUR VISION

Aboriginal self-determination – Live, Experience and Be.

## OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

## POSITION SUMMARY

The position is responsible for supporting the development, endorsement, implementation, and review of cultural plans for vulnerable Aboriginal children and young people living in out-of-home care. This position will support the development of cultural plans by care teams, assessing and providing support where needed, and recommend cultural plans are endorsed by the Chief Executive Officer. This includes reviewing cultural plans and working with care teams to ensure they are of a suitable standard and address the cultural needs of vulnerable Aboriginal children and young people.

The Advisor works collaboratively as a practitioner with the Chief Executive Officer and senior managers to provide effective service delivery and support to child protection and other agencies.

The position will also support child protection practitioners and contracted case managers in the implementation of contemporary methods, systems and approaches to enhance the capacity of care teams to better respond to Aboriginal children and young people. The Advisor will have a lead role with local child protection and mainstream agencies to increase the awareness of, and participation in Aboriginal cultural activities by Aboriginal children and young people. This will include contributing to the development, implementation, and maintenance of the cultural information portal.

## KEY RELATIONSHIPS

*Internal:* State-wide Co-ordinator & Senior Advisors Aboriginal Cultural Planning, Out of Home Care Teams, Lakidjeka ACSASS, AFLDM convenors



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*External:* Child Protection workers and Managers, Senior Advisors Aboriginal Cultural Planning, DHHS AFLDM Convenors, Community Service Organization Case Managers and Senior staff, Care Team members.

## KEY SELECTION CRITERIA

### ESSENTIAL

- Demonstrated commitment and understanding for the values that underpin VACCA' vision and purpose
- Expert knowledge of the unique history and current circumstances of Aboriginal children, families and community and ability to apply this to Child Protection cultural planning.
- Expert knowledge of Aboriginal cultures and communities, preferably Victorian communities.
- An expert understanding and ability to embed in practice, the core responsibilities and principles underpinning cultural planning for Aboriginal children residing in out-of-home care (Foster Care).
- Expert knowledge of child development, attachment, and trauma theories as they relate to child and family welfare practice.
- Demonstrated ability to work with Aboriginal children and their families in a complex environment to gather and analyse information that promotes development and implementation of their cultural plan.
- Demonstrated ability to build professional networks across a range of organisations and individuals to promote collaborative working groups that focus on meeting the best interests of vulnerable Aboriginal children and young people.
- Experience in delivering results that focuses on the best interests of the child and achieves positive, long-lasting outcomes for children and families at an advanced level.

### DESIRABLE

- A recognised Diploma of Community Services Work, or similar qualification which is studied over a minimum of two academic years of full-time study (or part time equivalent) or extensive equivalent experience.

### REQUIREMENTS

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

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## POSITION ACCOUNTABILITIES

### KEY RESPONSIBILITIES

- Build on/establish working relationships and work in collaborative partnerships with Child Protection; ACSASS; Aboriginal Community Controlled Organisations; children/young people, their families and extended families; Aboriginal Elders and community; Community Service Organisations and care givers to develop CSP's.
- On receipt of referrals from Child Protection, develop, implement, and monitor CSP's for Aboriginal children/young people who are in Out of Home Care and subject to Guardianship to Secretary Order or Long-Term Guardianship to Secretary Orders in line with the legislative requirements.
- Participate in and contribute to regular reviews of the CSP, in line with Child Protection Case Planning processes.
- Work with Child Protection and other relevant services to ensure CSP commitments to the child/young person are met and to ensure the CSP is a living document that grows and develops with the child.
- Engage and educate families and community about the purpose of the CSP, encouraging active participation by extended family, kinship groups and community in maintaining a child's cultural connection and self-identity.
- Report on program delivery to track completion of CSPs; contribute to program data reporting and analysis to improve service delivery and to contribute to program development work.
- Accurately update and maintain client data via CSNET. Monitor, analyse and review cultural plans; assess the effectiveness of the plan provided to Aboriginal children and young people and provide well-developed recommendations on future actions required to support the maintenance and strengthening of Aboriginal children and young people's connection to their Aboriginal community and culture.
- Provide quality, timely and effective specialist knowledge to care teams, including complex matters, in developing and reviewing cultural plans. Assist care teams to ensure cultural plans meet the cultural needs of vulnerable Aboriginal children and young people, as well as reflecting the best interests' principles as the primary consideration for all child protection planning.
- Prepare documentation, present information, and make recommendations to the Chief Executive Officer on cultural plans, ensuring decisions and actions are in the best interests of the child.
- Assist in Quality Improvement activities to ensure agency compliance with the Community Service Organization Registration Standards

### RELATIONSHIP MANAGEMENT

- Collaborate with care teams to ensure Aboriginal input into all cultural plans; and ensure care teams undertake reasonable steps to identify, gather information, and explore vulnerable Aboriginal children and young people's Aboriginal heritage and family. When necessary, work with and Aboriginal children and their families to obtain information and develop plans.
- Establish and maintain effective working relationships, ongoing communication and successful negotiations with Child Protection and key stakeholders.

### HEALTH, SAFETY & WELLBEING



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- 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 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

- Use a range of IT/web-based applications to manage workflow.
- Participate actively in supervision and professional development opportunities.

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.

This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) Identification (Tier 2) level which requires mandated MARAM Family Violence Screening & Identification training and VACCA MARAM Identification responsibilities.