POSITION DESCRIPTION

Position	Family Services Convenor	**Position Number**	P10914
Reports to	Family Services Team Leader	**Direct Reports**	Nil
Status	Fixed term- 12 Months	**Time Fraction**	Part time
Award	SCHADS 5	**Location**	Dandenong/Frankston

OUR VISION

Our footprint will be informed by Aboriginal self-determination and grounded in culture, with our voices and actions guiding the fires of change.

OUR PURPOSE

Grounded in Cultural Therapeutic Ways, we commit to Heal, Connect and Protect Aboriginal children, families and community; informed by culture, trauma and self-determination to bring about generational change.

POSITION SUMMARY

This position is responsible for organizing and convening family group conferences for Southern VACCA Family Services. The role provides an early preventative support option for Family Services clients to prioritise child safety, wellbeing, cultural connection and healthy development through strengthening family-led decision-making.

The role will be responsible for meeting with families referred by Family Services Team Leaders, Case Managers and Intake Coordinators to prepare them for participation in family group conference meetings to support families to address child safety concerns and prioritize child well-being. When the family is ready, they will facilitate family group conference meetings to support the family to create a family plan and, post-conference, work alongside families and various services to support implementation of the family plan and ensure professional commitments are upheld.

KEY RELATIONSHIPS

Internal: Team Leaders and other Family Services staff, the Family Services Initiatives team and other VACCA program staff.

External: Families (children, parents, extended family & kin), their support networks and Community, schools, health services, other professionals, local ACCOs, etc.

KEY SELECTION CRITERIA

ESSENTIAL

- Demonstrated commitment and understanding for the values that underpin VACCA's vision and purpose.
- 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.
- Strong understanding of the relevant legislation, policies, practice frameworks and requirements relevant to the effective operation of the programs and services.
- Demonstrated experience working in a client-facing role in the child and family services sector with proven experience in case management, including the ability to identify risk factors and develop risk management plans.
- Demonstrated ability in facilitating meetings and mediating outcomes with families and stakeholders.
- Demonstrated ability to work collaboratively with other agencies to support families to navigate and access support services.
- Proven ability to advocate alongside Aboriginal children and families for their interests including strong and culturally appropriate interpersonal skills, deep listening, compassion and the ability to effectively communicate information verbally and in writing with a strong aptitude for working in computer-based client management systems.
- Ability to work flexible hours as required.

DESIRABLE

- Substantial experience working in a client-facing role in the family services sector.
- Experience working in Aboriginal organisations and with Aboriginal communities.
- Qualifications in Social Work, Psychology and/or Child and Family Welfare or an equivalent related to community services or willingness to obtain.

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 – strongly recommended

POSITION ACCOUNTABILITIES

KEY RESPONSIBILITIES

- Coordinating and convening meetings with a Self-determined approach with family members, extended family, Elders/respected persons, significant others in the child's life and relevant key workers/professionals.
- Undertaking short-term case management to support and prepare families to participate in group conferencing as well as to support them to implement and action the decisions and goals in their family plan after the family group meeting has taken place.
- Engage and educate families and the community on the purpose, process and positive outcomes achieved through family conferencing.
- Develop and maintain linkages with appropriate Aboriginal agencies, government agencies and community service organisations.
- Working collaboratively with other VACCA programs and external service providers including to ensure professional commitments are upheld.
- Identifying and making outgoing referrals as required to relevant internal and external support services before and/or after family group conference meetings take place.
- Accurately recording your work in VACCA's case management system, CSnet, and ensuring high quality data collection.
- Attend regular team meetings and other forums as required.
- Participate regularly in supervision.

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 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.

VACCA is committed to reducing the impact and experiences of family violence for all community members by aligning to the Victorian Multi-Agency Risk Assessment and Management (MARAM) and Family Violence Information Sharing (FVISS) frameworks. All successful applicants will be required to complete foundational family violence and information sharing training.

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