

## POSITION DESCRIPTION

<b>Position</b>	Key Worker (Case Manager) - Targeted Care Packages		
<b>Reports to</b>	Team Leader - TCP	<b>Direct Reports</b>	Nil
<b>Status</b>	Ongoing	<b>Time Fraction</b>	Full time (38 hrs pw)
<b>Award</b>	SCHADS 4	<b>Location</b>	Dandenong

## OUR VISION

Aboriginal self-determination – Live, Experience and Be.

## OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

## POSITION SUMMARY

The Key Worker, operating within the Targeted Care Packages (TCP) program, has the crucial responsibility of providing intensive case management services to clients receiving TCP support, with a primary focus on reducing the number of children and young people residing in residential care, particularly Aboriginal children and those under 12 years old.

This role involves direct engagement with the clients, their families, carers, and other relevant parties to facilitate positive changes aligned with the child's case plan and cultural support plan. With a small caseload, the Key Worker plays a pivotal role in achieving improved outcomes for the clients, emphasising personalised care and cultural sensitivity to address their unique needs and circumstances.

## KEY RELATIONSHIPS

**Internal:** Team Leader- TCP, Program Manager - OOHC, Healing Team, Cultural Support Team, Corporate services, other program areas and colleagues, as required.

**External:** Client/ carers/ family, DFFH-Child Protection, Schools, Other specialist service providers- health, disability support, mental health, education & employment support, Cultural and others, as required.

## KEY SELECTION CRITERIA

### ESSENTIAL

- Demonstrated commitment and understanding for the values that underpin VACCA' 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.
- Demonstrated experience in working and engaging with Aboriginal families and children.
- Demonstrated experience in child and family sector.
- Demonstrated experience with Child development, attachment and trauma and the ability to use this knowledge to guide practice with Aboriginal children, families and carers.
- Legislation, policy and practice requirements relating to Aboriginal children, families and communities.
- Ability to undertake complex casework with families and children who have experienced trauma and may present with challenging behaviours, including using culturally safe therapeutic approaches to heal and build resilience.
- Ability to complete assessments, including assessments of risk.
- Advanced ability to develop, implement and review plans for children and young people.
- Demonstrated ability to effectively communicate and negotiate with Aboriginal children, families, carers and other service providers to achieve outcomes.
- Ability to advocate on behalf of Aboriginal children and families.
- Well-developed written and computer skills with the ability to prepare reports (including court reports) and maintain client records to a high standard.

### REQUIREMENTS

- Diploma of Community Services or equivalent
- You must have and continue to hold a full Victorian Driver's Licence and a current employment working with children check card.

## POSITION ACCOUNTABILITIES

### CLIENT OUTCOMES & CASE MANAGEMENT TASKS

- Conduct casework and case management, under supervision, pursuant to the Children, Youth and Families Act 2005 and VACCA specific requirements on behalf of children and young people in the programs.
- Demonstrate best practice in culturally appropriate assessments, case planning and case management, including court work, in accordance with the program requirements and internal VACCA program manuals.
- Support the young person in accessing and participating in relevant educational, vocational, and recreational services.

- Provide support in the development and implementation of cultural plans which aim to strengthen young peoples' connection with family, community, and culture.
- Where appropriate, to encourage and support family members and significant others, to maintain their involvement in the young persons' life.
- To support the carers to help maintain the stability of the placement.
- Contingency planning for placement breakdowns or planning forward for transition to alternate living arrangements such as lead tenancy, independent living or other.
- Arranging Care team meetings and working closely with all stakeholders towards identified client outcomes.
- Ensure all client records and files are up to date and that the Client Relationship Information System (CRIS) is used for recording, analysing, and reviewing client information.

## ACCOUNTABILITY TO FUNDING SOURCES & MEETING REPORTING REQUIREMENTS

- Efficient delivery of the TCP by arranging services and disbursement of funds.
- Maintaining accurate records of expenses and adhering to budgets and requesting variation to funding when required.
- Meeting DFFH (Child protection & TCP) & VACCA documentation & reporting requirements.

## PERFORMANCE AND PROFESSIONAL DEVELOPMENT

- Participate in external meetings and undertake other duties as determined by Team Leader.
- Participate in supervision.
- Participate in ongoing professional development and training, as required.
- Participate in the development and review of an annual performance development plan/review document and in the probation review process.
- Work closely with all relevant Indigenous and non-Indigenous services to develop strong state-wide and regional networks.

Carry out duties in accordance with the philosophy, policies, work practices and protocols of VACCA.

## 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.

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 responsibilities.