



POSITION DESCRIPTION

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| Position | Case Manager- Kinship Care | Position Number | |
| Reports to | Team Leader | Direct Reports | N/A |
| Status | Full Time | Time Fraction | Ongoing |
| Award | SCHADS Level 4 | Location | Preston |

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe, and thriving Aboriginal communities.

POSITION SUMMARY

The Kinship Care Case Manager is expected to provide all aspects of case management and provide ongoing support to carers and children involved in statutory kinship care placements. This includes visits to children in kinship care placements and identifying the support needs of kinship carers, particularly non-aboriginal kinship carers in terms of their cultural competence and connection to the Aboriginal community.

This position is also expected to complete all case management tasks and reporting requirements including court reports, utilising the Looking After Children Framework, Quarterly Reports, and completing Carer and Permanent Care Assessments to achieve stability for Aboriginal Children where appropriate.

The position may also be required to undertake comprehensive Part B Kinship Assessments as part of the First Supports Program.

KEY SELECTION CRITERIA

- Demonstrated understanding of, and commitment to, the values that underpin VACCA' vision and purpose and the capacity to take a leadership role in championing these internally and externally.
- Demonstrated knowledge and practice experience in the child welfare field.
- Demonstrated experience in identifying risks in case management/work practice and implements procedures to minimise/eliminate negative outcomes and improve practice.
- Demonstrated experience in preparing accurate documents and reports e.g., case notes, incidents reports, court reports, work reports that meet audience needs.
- Demonstrated ability to advocate/negotiate for children and families in ways which advance organisational objectives.



- Demonstrated ability to communicate clear, culturally appropriate, respectful, and consistent messages to clients and community members and other staff.
- Demonstrates ability to listen respectfully, facilitates the resolution of clients and colleagues' problems in a culturally respectful ways and works towards the resolution.

QUALIFICATION

- Certificate, Diploma or Degree qualification in Community Services, Social Worker and/or substantial experience in these fields is desirable.

REQUIREMENTS

- You must have and continue to hold a full Victorian Driver's Licence and a current employment Working with Children Check card.
- COVID 19 Vaccination

POSITION ACCOUNTABILITIES

- Provide ongoing support to carers and children involved in statutory kinship care placements.
- Fortnightly visit with the children in kinship care placements.
- Identify the training and support needs of kinship carers, particularly non-Aboriginal kinship carers in terms of their cultural competence and connection to the Aboriginal community.
- Provide cultural information and support to non-Aboriginal kinship carers.
- Ensure Cultural Support Plans are developed and implemented for all children
- Provide family support to carers who need short term family support intervention.
- Organize and facilitate contact between the children in kinship care placements and their parents or other family members.
- Identify children's needs using the Looking after Children framework and the resources needed to meet these needs as well as completing LAC documentation.
- Fulfil responsibilities associated with Case Contracts by completing all case management tasks and reporting requirements to DFFH contracting case managers.
- Provide accurate information to update and maintain client data on the CRISSP and CRIS electronic data systems.
- Complete quarterly reports, court reports and Best Interests Draft Case plan reports for each allocated child in a kinship care placement.
- Complete Carer Assessments and Permanent Care Assessments as required.
- Staff may be required to manage cases across both the contracted and First Supports programs. First Supports primary role is to undertake comprehensive Part B assessments for new kinship placements, to give the best opportunity for carers to be supported to provide stability for the children in their care.
- Participate in supervision, training and meetings as requested.
- Assist in Quality Improvement activities to ensure agency compliance with the Community Service Organisation Registration Standard
- Staff may be required to manage children placed with foster carers, or those who have a targetted care package, depending on caseload and team work demands



VACCA
Connected by culture

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.

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.