



POSITION DESCRIPTION

Position	Foster Care Case Manager	Position Number	
Reports to	Team Leader	Direct Reports	Nil
Status	Ongoing	Time Fraction	Full Time
Award	SCHADS Level 4	Location	Dandenong

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

POSITION SUMMARY

The Foster Care Program provides a culturally safe service to support Aboriginal children and young people who are living in foster care placements. The Program provides support to the families of the children and to carers. VACCA works towards reuniting children, wherever possible, with their parents and extended families.

Case Managers are responsible for providing casework and case management services for Aboriginal children in out-of-home care, employing a trauma-informed approach. The role involves conducting visits, supporting foster carers, and implementing Cultural Support Plans for our clients, with a focus on the well-being and cultural responsiveness of fostered children.

KEY RELATIONSHIPS

Internal:	Kinship and Targeted Care Packages programs and staff, Lakidjeka, AFLDM convenors, Aboriginal Healing team, Senior Cultural Support Advisors, Nugel
External:	Department of Families, Fairness and Housing Child Protection, Aboriginal Community Controlled Organisations, Victorian Aboriginal Health Service, schools, Broadmeadows Children's Court

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
- Ability to advocate for Aboriginal children and communicate in a clear, culturally appropriate and respectful way with a range of stakeholders including staff and external parties.
- Ability to identify the training and support needs of carers, particularly non-Aboriginal carers in terms of their cultural competence and connection to the Aboriginal community.
- Demonstrated case management skills.
- Professional conceptual and writing skills, with the ability to write reports, including Incident Reports, Quarterly Reports and Court Reports.
- Strong computer skills.
- Professional organisational skills, and an ability to monitor and meet key compliance requirements for carers and young people

DESIRABLE

- Demonstrated experience in child and family sector

REQUIREMENTS

- Certificate, Diploma or Degree qualification in Community Services, Social Worker
- Where a degree is commenced but not completed, salary will be fixed at Award Level 3 until successful completion.
- 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)

POSITION ACCOUNTABILITIES

KEY RESPONSIBILITIES

- Provide a casework and case management service to Aboriginal children living in out of home care and ensure that the children's needs are met using a developmental and trauma informed approach.
- Fortnightly visits with children and young people in placements.
- Provide cultural information and support to foster carers via monthly formal supervision.
- Ensure the development and implementation of Cultural Support Plans for all children
- As required organize and facilitate contact between the children 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.



- Complete Carer Assessments and Permanent Care Assessments as required.
- An ability to work flexible hours will be required.

ADMINISTRATION

- Accurate record keeping, including case notes, completed forms and reports as required according to program guidelines and agency registration obligations.
- Case management and maintenance of client files in line with legislative and policy requirements
- Prepare quarterly reports, court reports and Best Interests Planning reports for each allocated child in a foster care placement.
- Maintain accurate statistical data using data systems as required by VACCA and DFFH

RELATIONSHIP MANAGEMENT

- Establish effective working relationships with partner agencies providing services and support to foster carers, children and young people.
- Participate in local, regional and other network meetings encompassing issues and current initiatives addressing family violence
- Attend and actively contribute to regular team meetings and other forums

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 VACCA MARAM Identification responsibilities.