

# ABORIGINAL YOUTH & FAMILY CASE MANAGER NAVIGATOR WESTERN REGION

At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults. Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

At Anglicare Victoria we care about our employees in the same way that we care about our clients. We support and encourage our employees with a wide range of professional and personal opportunities to strengthen their overall well-being.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.



## Position details

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| <b>Position Title</b>         | Aboriginal Youth and Family Case Manager   |
| <b>Program</b>                | Navigator  |
| <b>Classification</b>         | SCHADS Award Level 6 (Social Worker Class 3)<br>(Classification will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award) |
| <b>Engagement</b>             | Part Time  |
| <b>Hours per week</b>         | 30.4. – (Flexible working arrangements may be available)<br><i>Potential additional hours may become available</i>   |
| <b>Duration</b>               | Fixed Term   |
| <b>Fixed term end date</b>    | 31 December 2023 (with the possibility of funding extension)   |
| <b>Location</b>               | Office based at Anglicare's Werribee Office<br>Outreach role – servicing Western Melbourne area<br>Cultural activities – The Darrango yan-dhan Cultural Centre - East Melbourne        |
| <b>Reporting Relationship</b> | This position reports to the Team Leader - Navigator (Western Melbourne)   |
| <b>Effective date</b>         | July 2022  |

## Overview of program

Funded by the Department of Education, Anglicare Victoria (AV) and the Brotherhood of St Laurence (BSL) for the delivery of an aspirational, multi-disciplinary Navigator program in Western Melbourne focused on assisting disengaged learners to re-connect back into education and learning.

The target group for the program is learners aged 12-17 who have been absent from school for above 70% of the last term.

The AV and BSL's Navigator partnership;

- Utilises assertive outreach to re-engage students to mainstream schools or (if necessary) alternative educational pathways utilising comfortable settings (home, café, etc.)
- Supports long-term re-engagement by addressing barriers to learning and participation. Reengagement plans include goal setting, personal growth, actions and supports.
- Coordinates multi-disciplinary services to address psychosocial/systemic disengagement factors. E.g. school support services, SFYS, LLENs, AOD, KESOs, mental health, Child Protection, family violence and housing.
- Conducts post-enrollment monitoring provided to STEM cyclic school breakdowns that predicts unemployment and poor life outcomes.
- Collaboratively works with the [Buldau Yioohgen](#) mob for cultural support and culturally led programs under the guidance of Anglicare Victoria's Cultural Advisors.

## Position Objectives


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| 1. | Working alongside the young person, utilising Anglicare Victoria's <a href="#">Buldau Yioohgen</a> programs as well as the operational Navigator guidelines, assist students to identify their skills, interests and aspirations and alleviate barriers to their participation in education.   |
| 2. | Support Aboriginal families and/or carers to take positive steps to encourage re-engagement of learners back into schooling and maintain their attendance.   |
| 3. | Bring cultural knowledge in Aboriginal youth & family culture and case management to the team. Work collaboratively within our multi-disciplinary team, comprising case managers who bring expertise in other areas: Learning Support Workers, CALD Case Managers, Youth & Family Case Managers, Intake and Assessment Workers, Groups Facilitator, Youth Counsellor & the Team Leader. This position will also be provided with supports available through the Buldau Yioohgen mob. |

## Key responsibilities

The key responsibilities include but are not limited to:

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| 1. | Maintain a client caseload, as determined by the Team Leader. Provide a respectful and professional case management service for young people, families and/or carers, with the specific aim of identifying barriers to young people re-engaging with mainstream education.             |
| 2. | Work alongside the young person, family, school, Aboriginal services and others to develop a school Re-engagement Plan to assist the young learner back into mainstream education.   |
| 3. | As appropriate, encourage connection to culture. This may be through participation alongside the young person in cultural activities, camps, etc offered by Anglicare Victoria's Buldau Yioohgen's cultural programs, with the possibility of some inter-state and intra-state travel. |
| 4. | Participate in the development, implementation, monitoring and evaluation of the program.  |
| 5. | Where relevant, work co-operatively with specific educationally oriented service providers such as KESOs, LOOKOUT, LLEN's & SFYS as part of the overall team.  |
| 6. | Work as part of a team and participate in team meetings, collaborative work opportunities and case evaluation activities.  |
| 7. | Prepare and develop reports, case notes, safety plans and provide advice and recommendations for client case plan meetings, reviews, and referrals, and client court appearances.  |
| 8. | Other duties as required.  |

## Key Selection Criteria

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|  <p>Role Specific</p> | <p>1. Identify as Aboriginal or Torres Strait Islander person.<br/>[Equal Opportunity Act 2010 (VIC) – Special Measures s.12]</p>  |
|  | <p>2. Have the ability and passion for connecting the young person with community and culture through knowledge of the Traditional Custodians, whilst understanding cultural values, protocols and other issues relevant to Aboriginal communities.</p>  |
|  | <p>3. A relevant tertiary qualification in Social Work, Psychology, Early Childhood Specialist and/or related behavioural sciences at degree level with substantial experience is desirable; or associate diploma level with substantial experience in the relevant service stream, or less formal qualifications with specialised skills sufficient to perform at this level will also be accepted.</p> |
|  | <p>4. Ability and experience in case management with young people, families and/or significant others and to contribute to the development, implementation, monitoring and evaluation of student re-engagement plans.</p>  |
|  | <p>5. Excellent written and oral communication, negotiation and liaison skills and the ability to work with government and non-government organisations, community groups and clients' families/networks.</p>  |
|  | <p>6. Knowledge of school environments and educational policy</p>  |

## Child Safety

AV is committed to protecting children and young people from all forms of harm and abuse. As an employee you are required to report any concerns raised by, or on behalf of, children and young people in accordance with mandatory reporting, reportable conduct and incident management procedures. Everyone at AV has a role to play in keeping children and young people safe.

## Occupational Health & Safety (OHS)

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems.

## Cultural Safety in the Workplace

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

## Conditions of employment

- Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010 Salary packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check and an Employment Working with Children Check prior to commencement.
- A current Victorian Driver's license is essential.
- In line with Anglicare Victoria's Covid 19 Vaccination Policy all staff, students and volunteers are required to provide evidence of full vaccination against Covid-19 or provide a valid medical exemption. This requirement may be amended from time to time in line with Anglicare Victoria Policy or as directed by Chief Health Officer.

## Acceptance of Position Description requirements

To be signed upon appointment

### **Employee**

Name:

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Signature:

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Date:

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