



POSITION DESCRIPTION

Position:	Senior Case Advisor – Lakidjeka ACSASS (Aboriginal Child Specialist Advice and Support Service)		
Reports to:	Team Leader – Lakidjeka ACSASS		
Direct Reports:	Nil	Position Number:	New
Status:	Full-Time	Time Fraction:	Fixed Term - 12 months
Award:	SCHADS Level 5	Location:	Head Office - Preston

Please note: This is an Aboriginal and/or Torres Strait Islander designated position, classified under Section 12 Special Measures of the Equal Opportunity Act 2010. This employment opportunity is only available to Aboriginal and Torres Strait Islander people.

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe, and thriving Aboriginal communities.

POSITION SUMMARY

The Senior Case Advisor role will work in strong partnership with child protection to ensure the rights and best interests of Aboriginal children who have come to the attention of child protection are upheld and maintained, respond to and work closely with child protection staff in the local area to meet with families where allegations of abuse and neglect of children have been made and participate and provide advice to child protection in case planning to ensure an Aboriginal perspective is considered in assessments, placement planning and decision making of the child.

The role will also support child protection to identify and locate Aboriginal family members who can provide support and care to the child and family, develop and maintain external relationships with services in the interests of the child and family and undertake all of the reporting requirements required of the role, such as completing case notes and file maintenance.

The role will be required to participate in the Lakidjeka After hours roster as needed.

KEY RELATIONSHIPS

Internal: Lakidjeka Intake & AHS team, VACCA Permanent Care team, and other VACCA support services and programs

External: Department of Families, Fairness and Housing – Child Protection, Aboriginal Community Controlled Organisations (ACCO's), Community Service Organisations & Children's Court Victoria.



KEY SELECTION CRITERIA

ESSENTIAL

- 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 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 understanding of the issues impacting on Aboriginal families that lead to Child Protection involvement.
- Demonstrated ability to work closely with Child Protection and other services to advocate for the child and support the best interests of children.
- Demonstrated ability to identify risk of harm to children and young people and undertake risk assessments within a cultural framework.
- Demonstrated ability and experience working independently and within a small team.
- Demonstrated sound administrative skills, including computer skills, record keeping including maintaining case notes, file maintenance and data recording.
- Ability to work in a pressured environment and prioritising work and meeting deadlines.

DESIRABLE

- A relevant qualification in Social Work, Community Services or similar discipline/framework with demonstrated industry experience in working with Aboriginal families in community.
- Experience working in the community services sector.

REQUIREMENTS

- You must have and continue to hold a full Victorian Driver's Licence, a current employment Working with Children Check card and a National Police Check.
- Current COVID-19 vaccination (minimum one dose, prior to commencement)

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POSITION ACCOUNTABILITIES

- Respond to reports to Child Protection regarding Aboriginal children and young people.
- Undertake and provide cultural input into risk assessments regarding Aboriginal children, young people and their families through consultation and advice to Child Protection.
- Work in strong partnership with Child Protection in line with the VACCA/ DHS Protocol 2002 and the Children, Youth and Families Act, 2005 (Vic.)
- Ensure Aboriginal culture is embedded throughout all aspects of the program to ensure cultural safety in line with VACCA's Cultural Therapeutic Ways
- Participate in case planning, Aboriginal Family Led Decision Making and other processes involving Aboriginal children, young people, and their families.



- Undertake joint visits with Child Protective workers.
- Provide recommendations to assist Child Protection in making referrals.
- Support children, young people and their families to understand the process of dealing with Child Protection and the court system.
- Attend the Children's Court (MARRAM-NGALA GANBU) where appropriate.
- Liaise directly with other Aboriginal and non-Aboriginal agencies and with government departments.
- Maintain clear, concise, and accurate records of statistics, meetings and case notes.
- Be aware of and familiar with current policies, legislation, programs, and practices in relation to child welfare.
- Participate in training sessions, team meetings and staff meetings.
- Undertake intra-state travel as required.
- Support new staff by allowing them to shadow your day-to-day work.
- Assist in appropriate training of staff where required.
- Consult on complex cases to support Case Advisors in the Team.

RELATIONSHIP MANAGEMENT

- Proactively engage and build relationships across VACCA and with external stakeholders.

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.