



## POSITION DESCRIPTION

<b>Position</b>	Leaving Care Housing Case Support worker	<b>Position Number</b>	
<b>Reports to</b>	Team Leader Youth Housing	<b>Direct Reports</b>	NA
<b>Status</b>	Ongoing	<b>Time Fraction</b>	0.6 FTE
<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

This position is responsible for providing supports to young Aboriginal people between the ages of 16 – 21 experiencing – or at risk of experiencing homelessness. The role will assess and provide case management support – which may include counselling, crisis resolution, personal care, life skills training, information and advocacy and/or assistance with accessing appropriate short and long term housing and training and employment opportunities.

The position may also facilitate small groups and/or one on one sessions on tenancy obligations, and other independent living skills, as assessed on an ‘as needed’ basis.

## KEY RELATIONSHIPS

*Internal:* Community Engagement & Training Unit staff, broader VACCA programs, staff, management & leadership.

*External:* Aboriginal and mainstream support services, Community members, children and families.

## 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.
- An ability to work in a culturally appropriate and respectful manner with the Aboriginal community.
- Comprehensive knowledge and understanding of the Youth Housing sector in the Southern regions and options that are currently available, including crisis accommodation, short- and medium-term housing options, public housing and the private rental market.
- Demonstrated ability to provide support to community members who have complex needs and behaviours.
- A proven ability to negotiate and advocate on behalf of the Aboriginal community.
- An ability to undertake case management tasks, such as assessments, referrals, case planning and exit planning.
- An ability to work effectively with Aboriginal organisations, Government departments and community service organisations

## REQUIREMENTS

- A relevant tertiary qualification and/or demonstrated experience in working housing sector
- 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

### SERVICE DELIVERY

- Provide a culturally appropriate support service to presenting Aboriginal Community Members who fall within the target criteria (see above).
- Provide direct case management assessment to identify appropriate case goals.
- Provide direct case support and advocacy, in line with client case goals, including referral to other VACCA, Aboriginal and mainstream services as appropriate.
- Assist members of the Aboriginal Community to access housing such as public/private housing, crisis accommodation, hostels and transitional housing.
- Carry out duties in accordance with the philosophy, policies, work practice and protocols of VACCA.
- Participate in ongoing professional development, training and supervision.
- Provide formal and informal training to young people regarding tenancy obligations and independent living skills, both in group settings and one on one.
- Work occasional Saturday morning and after hours, to support young people to understand and navigate private rental inspections.

### 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
- Maintain accurate statistical data using data systems as required by VACCA and DFFH

## RELATIONSHIP MANAGEMENT

- Work closely with all relevant Aboriginal and Non Aboriginal services to develop strong State-wide and regional Networks.
- Attend and actively contribute to regular team meetings and other forums
- Build links and identify referral pathways with legal, health, education, and community services to support prevention and early intervention.

## HEALTH, SAFETY & WELLBEING

- This role requires frequent travel within the Southern region.
- 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.