



POSITION DESCRIPTION

Position	Aboriginal Family Led Decision Making Convenor	Position Number	TBC
Reports to	Team Leader	Direct Reports	Nil
Status	Fixed Term Contract – 12 Months	Time Fraction	Full time 38 hours pw
Award	SCHADS Level 5	Location	Chirnside Park

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

This role is responsible for overseeing the Aboriginal Family Led Decision Making (AFLDM) program in collaboration with the Department of Families, Fairness and Housing (DFFH). The primary purpose of Aboriginal Family Led Decision Making (AFLDM) is to provide for the protection of Aboriginal children and young people through the involvement of family, culturally relevant practice, and the promotion of community connections.

As the AFLDM Convenor you will Facilitate engagement of extended family and community members in AFLDM meetings, preparing them for participation, and supporting them in reaching decisions that prioritize the well-being of Aboriginal children and young people. Co-convene AFLDM meetings alongside Elders/Respected Persons and the DFFH AFLDM Convener, ensuring culturally relevant practices. Work closely with families and various services to implement AFLDM case plans and ensure accurate documentation and reporting of all AFLDM cases.

KEY RELATIONSHIPS

Internal: Lakidjeka ACSASS, Senior Advisors Cultural Support Planning, Out of Home Care and Family Support Workers.

External: Aboriginal community, Aboriginal organisations, Koorie Heritage Trust, Child Protection staff, Community Service Organisations, Department of Families, Fairness and Housing (DFFH).



KEY SELECTION CRITERIA

ESSENTIAL

- Demonstrated commitment and understanding for the values that underpin VACCA' vision and purpose
- A sound knowledge of local issues and needs of the Aboriginal Community and proven ability to advocate on behalf of the Aboriginal children and families.
- Demonstrated experience in working effectively with DFFH and other government departments and community service organisations.
- Demonstrated ability to advocate on behalf of Aboriginal children and families in ways which - advance organisational objectives
- Demonstrated ability in convening and mediating outcomes with groups
- Well-developed written and oral communication skills and ability to maintain up to date client information and records.
- A willingness to participate in training programs and in supervision

DESIRABLE

- Experience, or formal qualifications in Social Work, Family Support, or Family Welfare desirable

REQUIREMENTS

- Current COVID-19 vaccination (including booster dose, as applicable)
- Current employment Working with Children Check Card
- Obtain a clear outcome of a Police Check
- You must hold and continue to hold a full Australian Driver's Licence
- Ability to work flexible hours.

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POSITION ACCOUNTABILITIES

KEY RESPONSIBILITIES

AFLDM recognises that Aboriginal families include extended family and community members.

- To work in partnership with DFFH to manage the AFLDM program for Aboriginal children and families.
- To identify, engage and prepare families members to attend the AFLDM meetings



- To support the child/young person (as appropriate) and their family and kin to attend AFLDM meetings and reach decisions to promote the best interests of the child and to find solutions for the care of the child/ren.
- To co-convene AFLDM meetings (with Elders/Respected Persons and the DFFH AFLDM Convener).
- To work in partnership with the family and other services to support the implementation of AFLDM case plans
- To ensure accurate reporting and recording of all AFLDM cases.
- Case management and maintenance of client files in line with legislative and policy requirements.
- Maintain accurate statistical data using organisation's current data systems as required by VACCA and DFFH.
- Attend regular team meetings and other forums as required.

PROGRAM DEVELOPMENT

- To participate in training sessions, team meetings, Case Plan Meetings and other meetings as required.
- To contribute to the promotion and integration of Aboriginal Family Led Decision Making processes as an integral component of Child Protection and child and family focussed practice.
- To work with the Aboriginal Community Elders Service (ACES) to recruit, train and support suitable Community Elders and/or Respected Persons to participate in Aboriginal Family Led Decision Making meeting.
- To collaborate with the DFFH AFLDM Convener to engage culturally relevant services and supports to participate in Family Decision Making Meetings.
- In conjunction with the Regional and Statewide AFLDM Steering Groups, to monitor and evaluate the Family Decision Making Program to ensure the continuation of program quality and development.
- As a part of program monitoring and improvement, to encourage reflective practices following Family Decision Making Meetings as a cultural awareness learning tool with the Aboriginal community and Child Protection staff.
- To work collaboratively with Community Service Organisations and Child Protection to maximise effective, sustainable and achievable service delivery to Aboriginal children and young people who are clients of Child Protection.

RELATIONSHIP MANAGEMENT

- To develop and maintain linkages with appropriate Aboriginal agencies, government agencies and community service organizations.
- To work effectively with all Eastern VACCA Programs and other programs within VACCA

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.



VACCA
Connected by culture

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.