



POSITION DESCRIPTION

Position	Aboriginal-led Case Conferencing Convenor	Position Number	
Reports to	Team Leader Lakidjeka - ACSASS	Direct Reports	None
Status	Full time	Time Fraction	1.0 FTE
Award	SCHADS 5	Location	Dandenong

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 delivering the Aboriginal-led Case Conferencing (ALCC) program, alongside the existing ALCC Convenor in VACCA South. The ALCC is an early intervention program designed to divert Aboriginal families away from the Child Protection system and into culturally safe supports.

The ALCC Convenor is referred Aboriginal families, including those expecting a baby, who have been reported to Child Protection. The ALCC Convenor meets with families, helps to connect them with culturally safe services and facilitates Aboriginal-led case conference meetings which aim to support families to address child safety concerns.

KEY RELATIONSHIPS

Internal: VACCA client services staff and the CP Reform Implementation project team

External: Child Protection, other ACCOs and Community Services Organisations, service providers, schools and Community

KEY SELECTION CRITERIA

ESSENTIAL

- Commitment to and understanding of the values that underpin VACCA's vision and purpose.
- Awareness and appreciation of Aboriginal societies and cultures and an understanding of the issues affecting Aboriginal people in contemporary Australia and the diversity of circumstances of Aboriginal people.
- Experience working in a client-facing role in the child and family services sector.



- Proven experience in case management, including the ability to identify risk factors and develop risk management plans.
- Ability to identify when risk levels have escalated and a consultation with Child Protection is required.
- Ability to advocate alongside Aboriginal children and families for their interests.
- Demonstrated ability in facilitating meetings and mediating outcomes with families and stakeholders.
- Strong and culturally appropriate interpersonal skills, including deep listening, compassion, and the ability to effectively communicate information verbally and in writing.
- Demonstrated ability to work collaboratively with other agencies to support families to navigate and access support services.
- Aptitude for working in computer-based client management systems.
- A proven ability to work independently and as part of a team.

DESIRABLE

- Experience working in Aboriginal organisations and with Aboriginal communities.
- Qualifications in Social Work or Child and Family Welfare

REQUIREMENTS

- You must have and continue to hold a full Victorian Driver's Licence and a current employment working with children check card.

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.

POSITION ACCOUNTABILITIES

As the Aboriginal-led Case Conferencing Convenor, your role will involve:

- Working with Aboriginal families, children, and young people (including mothers pregnant with an Aboriginal child) referred by Child Protection
- Engaging with families and speaking openly about why a Child Protection report has been made and informing them of the process and positive outcomes of engaging with the ALCC program.
- Identifying and making referrals to relevant internal and external support services
- Coordinating and chairing ALCC meetings with family members, extended family, Elders/respected persons, significant others in the child's life, key workers/professionals from relevant programs
- Working collaboratively with other VACCA programs, external service providers and Child Protection
- Where appropriate, seeking risk-based consultations with Child Protection
- Undertaking short-term case management support while families wait to be connected to services and ensuring that they're well-supported before closing.
- Attending and engaging in ALCC Local Operations Group meetings with Child Protection, internal meetings relating to VACCA's CP Reform Implementation project, and other relevant meetings



VACCA
Connected by culture

- Accurately recording your work on VACCA's case management system, in compliance with DFFH reporting requirements to be agreed
- Other administrative tasks as required.

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.

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 3) level which requires mandated MARAM Family Violence Screening & Identification training and responsibilities.