



## Senior Case Manager

### EMPLOYMENT STATUSES

<b>Status</b>	Fulltime	<b>Award</b>	SCHADS
<b>Hours per week</b>	38 Hours per Week	<b>Classification</b>	Grade 5
<b>Length of Term</b>	As per contract	<b>Salary</b>	As per contract
<b>Reports to</b>	Team Leader	<b>Additional Benefits</b>	Access to Salary Packaging
<b>Secondary Report</b>	Program Manager	<b>PD Review Date</b>	12 months (27/06/2021)

### ORGANISATIONAL CONTEXT



The Bendigo & District Aboriginal Cooperative (BDAC) is an ACCO (Aboriginal Community Controlled Organisation) registered as a member under the umbrella of VACCHO (Victorian Aboriginal Community Controlled Health Organisation) and represented nationally through NACCHO (National Aboriginal Community Controlled Health Organisation).

BDAC was founded to represent and provide services to the Dja Dja Wurrung community (Jaara people) and Aboriginal residents living in the Dja Dja Wurrung boundaries. BDAC has a responsibility to ensure growth of services, development of our Aboriginal community, better and improved health outcomes for our people, improved quality of life and be a lead agency in providing employment and career pathways for Aboriginal people.



### LOCAL WORK ENVIRONMENT

Bendigo and District Aboriginal Co-operative provides a range of specialist services for clients based primarily in the Dja Dja Wurrung including Health and Wellbeing services, Family and Community Services and Corporate services.

### POSITION OBJECTIVE

Working within the Mutjang bupuwingarrak mukman program (a Dja Dja Wurrung name meaning "keeping our kids safe") The Senior Case Manager holds the primary responsibility for case management for the Aboriginal children authorised to BDAC under the Section 18 of the Children's, Youth and Families Act 2005. The Senior Case Manager will take a leading role in the work with children, families and community to promote the safety, stability and development of Aboriginal children.

### BDAC'S VISION AND CORE VALUES

***"Empowered generations belonging to strong families, culture and community"***

<b><u>LEAD</u></b>	We are committed to lead as an individual, team and organisation in order to achieve positive health and wellbeing outcomes for our community.
<b><u>OPENNESS</u></b>	We will be accountable and remain transparent in the delivery of our service to clients, visitors and staff.
<b><u>RESPECT</u></b>	We treat one another with honesty, integrity, respect and value everyone's opinion and feedback.



# BDAC

BENDIGO & DISTRICT  
ABORIGINAL CO-OPERATIVE

## Position Description

<b><u>EXCELLENCE</u></b>	We strive for excellence in our programs and services so that we can support positive health and wellbeing outcomes for our community.
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### KEY POSITION RESPONSIBILITIES

<b>Primary Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide quality, timely and effective case practice and case management services including risk assessment, working from a strengths approach.</li> <li>• Work with children, families, carers and community to implement the actions determined through planning to facilitate the changes necessary to improve the safety, stability and development of children.</li> <li>• Refer children and or families to appropriate services based on needs and goals, work in conjunction with services to ensure that referrals are responded to in a way that acknowledges the unique needs of each referral and situation.</li> <li>• Complete case notes, reports and maintain records using the Client Relationship Information System.</li> <li>• Keeping of files in line with program requirements.</li> <li>• Actively participate in team work in a manner that ensures a co-ordinated approach to service delivery.</li> <li>• Lead and attend meetings to support the case management of families and advocate for children and families as required.</li> <li>• Prepare documentation, present information and make recommendations to the Children's Court of Victoria and other relevant courts and tribunal processes on decisions and actions in the best interests of the child, in consultation with a supervisor.</li> <li>• Travel to meet with families and for training, some overnight and interstate travel may be required.</li> </ul>
<b>Additional Senior Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide supervision, mentoring and support to the case support team.</li> <li>• Represent BDAC at various meetings.</li> <li>• Support staff in preparing quality documentation.</li> <li>• Act in higher roles and duties as required to fill positions during leave and vacancies.</li> </ul>
<b>Administration &amp; Compliance</b>	<ul style="list-style-type: none"> <li>• Model and abide by BDAC Values, Code of Conduct and Policy and Procedures;</li> <li>• Participate actively in and facilitate supervision and professional development activities;</li> <li>• Ensure that you participate in team meetings, staff meetings and other community activities as requested;</li> <li>• Ensure that you adhere to legislative requirements;</li> <li>• Ensure that you report any risks identified immediately to your line manager;</li> <li>• Participate within the team to ensure performance against expectations including performance management and staff development, in accordance with BDAC's policies and procedures;</li> <li>• Ensure that all staff are provided with and operate in a safe environment in accordance with BDAC'S OHS policies and procedures;</li> <li>• Participate in Continuous Quality Improvement (CQI) activities.</li> </ul>

### COMMITMENT TO SAFETY

<ul style="list-style-type: none"> <li>• All children have the right to be children and live free of abuse and neglect, so they can grow, learn and develop. Everyone within BDAC is responsible for ensuring a culture of child safety; preventing child abuse and abiding by the Child Safety Principles;</li> <li>• BDAC is committed to the health and wellbeing of its employees and stakeholders;</li> <li>• BDAC has a zero tolerance to all forms of violence.</li> </ul>
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## Position Description

### KEY SELECTION CRITERIA

- Demonstrated understanding of the Children's, Youth and Families Act 2005.
- Knowledge of child and adolescent development and strategies for working with vulnerable children, young people and their families.
- Knowledge and understanding of Aboriginal Culture and the ACCHO environment.
- Understanding of self-care and resilience to working with children and families in crisis and who have experienced trauma.
- Skills and commitment to supervision and performance management.
- Strong computer skills, Ability to use a range of software and IT based reporting systems
- Ability to manage competing demands in a structured thoughtful manner.
- Ability to transport children, conduct home visits and willingness to travel for training.
- Ability to work after hours and on call (when required)

#### Mandatory Qualifications

- A recognised Social Work degree or a similar welfare or behavioural related degree which includes: (a) a primary focus on child development, human behaviour, family dynamics and/or impacts of trauma; and preferably (b) a practical component such as counselling or case work practice
- or
- A recognised Diploma of Community Services Work, or similar qualification which is studied over a minimum of two academic years of full-time study (or part time equivalent) and includes: (a) a primary focus on child development, human behaviour, family dynamics and/or impacts of trauma (b) supervised fieldwork placements (ideally completed within the child and family welfare sector) and at least one unit of study in case management, case work practice or counselling.

### CONDITIONS OF EMPLOYMENT

- Must pass a Criminal Police Record Check;
- Must pass & provide copy of Working with Children's Check;
- Must hold current full Victorian Drivers Licence and provide a copy;
- If the position is for a role specifically to provide disability services (or work that involves regular direct contact with or access to a person with a disability), BDAC will check the prospective employee against the Disability Worker Exclusion List.

### EMPLOYEE STATEMENT

**I have read, understood and accepted the above position description of the Senior Case Manager.**

**EMPLOYEE NAME:** .....

**SIGNATURE:** .....

**DATE:** ...../...../.....