



Position Description

Position Title:	Kinship Carer Case Worker
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Location: 135 Kepler Street, Warrnambool

Award / Classification: Level 3, Social, Community, Home Care and Disability Services Award 2010

Reports to: Team Leader, Child, Youth and Family Services

Hours of Work: Part-time, flexible days, 19 hours per week, subject to funding

Historical Background

The Gunditjmarra nation starts at the South Australian border then goes to the foothills of the Grampians, to Pirron Yallock and Gellibrand; this covers the coastlines within these areas. There are many tribes within Gunditjmarra nation. Each tribe had their own identity, which was knowing where their boundary lines were on country. These were often recognised by creeks, rivers and small hills.

Gunditjmarra people established permanent settlements thousands of years ago, revealing a deep, enduring connection to the land. The Gunditjmarra people used the land's natural topography and features to establish permanent settlements and villages along the lava flow near creeks and lakes.

Gunditjmarra people gathered food including eels from the rivers and shellfish from the ocean. Places such as Lake Condah, Tower Hill, Budj Bim, Deen Maar and the Framlingham Mission areas are all significant cultural sites for Gunditjmarra people that tells the story of our ancestor's way of life, culture and history.

Organisational Background

Incorporated in 1982, Gunditjmarra Aboriginal Cooperative is an Aboriginal Community Controlled Health Organisation (ACCHO) that provides a range of holistic community health and social support programs, principally to the Aboriginal community and other

residents in Warrnambool and outlying areas. We work in close partnership with local government and other health service providers including other Aboriginal Community Controlled Organisations in the Western District of Victoria, liaising regularly on the provision of primary health service and community services.

Overview of the Position

The Aboriginal Kinship Care Program aims to support the family members of Aboriginal children who are caring for their family's children and ensure the children's needs are being met. The program works towards:

- more effectively harnessing the capacity of extended family networks to provide the best possible kinship care arrangements for children unable to live with their own parents;
- assisting more Kinship Carers to provide ongoing age appropriate life experiences for the child with minimum levels of professional intervention from the formal service system, building on the carers informal supports and other available community resources; and
- ensuring the Kinship Care placement is effectively established, supported and monitored to ensure each child's ongoing safety, stability and development needs are met.

Where a child is placed with a non-Aboriginal family member, the Program aims to assist the carer to provide a culturally safe, nurturing and healing home environment for the children and that the child's Aboriginal identity, rights and connection to their family, land and community are privileged.

Key Responsibilities

Case Management

- Full case management of children on protective orders and where the child is placed long-term with their extended families
- Supporting carers and children involved in statutory Kinship Care placements
- Regular visits to children in kinship care placements
- Provide family support to carers needing short term family support intervention
- Participate in a roster to provide information and advice to kinship carers via phone or in person
- Organise and facilitate access between the children in kinship care placements and their parents or other family members
- Identify training and support needs of kinship carers, including non-Aboriginal kinship carers in terms of their cultural competence and connection to the Aboriginal community
- Provide cultural information and support to non-Aboriginal kinship carers
- Identify children's needs using the Looking After Children framework and the resources needed to meet these needs as well as completing LAC documentation
- Complete Carer Assessments and Permanent Care Assessments as required

- Structuring of and implementing avenues for Respite Care

Administration

- Meet contractual case management tasks and reporting requirements to DHS
- Provide accurate information to update and maintain client data on the CRISPP and CRIS electronic data systems
- Complete quarterly reports, court reports and Best Interests Draft Case plan reports for each allocated child in a kinship care placement
- Liaison with related community and government organisations concerning Kinship Care
- Assisting our community to integrate culturally appropriate practices that promote strength and resilience in today's society
- Ensure the effective management of the programs' administrative functions, including planning, meeting deadlines, monitoring and reviewing program performance in line with Gunditjmarra objectives and DHHS funding expectations
- Maintain accurate, confidential and up to date case notes, record keeping, and client data collection
- Participate in ongoing supervision with the Manager, Child, Youth and Family Services, and professional development as negotiated with the Manager, Child, Youth and Family Services, including attending relevant training and information sessions
- Contribute to program review and evaluation

Other Duties

- Participate in a six monthly (post-employment) and then annual performance reviews with the Manager, Child, Youth and Family Services, and develop a work plan for the next twelve month period
- Participate in and attend Gunditjmarra organisational meetings as directed by the Team Leader, Child, Youth and Family Services
- Be responsible for the effective and efficient achievement of the key responsibilities of the position
- Be familiar with and abide by the Gunditjmarra policies and procedures including Occupational Health and Safety and the Code of Conduct
- Participate in the Continuous Quality Improvement and Risk Management programs, and promote compliance with legislation and Gunditjmarra policies
- Participate in Gunditjmarra Aboriginal cultural awareness training
- Assist with and support internal and external audit processes
- Contribute to monthly newsletter as required
- Provide regular reports on the activities and outcomes of work undertaken, including internal reporting requirements
- Undertake professional development to increase skills and knowledge
- Other relevant duties within the scope of this role, as directed by the Manager, Child, Youth and Family Services

Essential Skills, Knowledge, Qualifications and Experience

- Understanding and commitment to Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control
- A sound understanding and awareness of Aboriginal communities and the issues facing Aboriginal children and families today
- Ability to engage and relate to children and families affected by trauma, loss and grief
- Demonstrated knowledge and practice experience in the children's services field, including the best interests of the child principle
- Ability to provide case management services to clients and undertake assessments of carers
- Ability to advocate for Aboriginal children and work co-operatively with child protection workers, school personnel, counsellors and other service providers
- Understanding of and ability to support complex families and family structures
- Experience or knowledge of Respite Care
- Strong computer skills, excellent oral and written skills, with the ability to write reports, including Incident Reports and Court Reports
- Excellent communication, negotiation and conflict resolution skills
- Relevant qualification (minimum diploma level qualification) such as Community Services, Social Work, Early Childhood etc. and /or 2 years' experience providing support services to families

Desirable Knowledge, Skills

Experience in working in a non-for-profit setting /environment

Child Safety

Gunditjmara is a Child Safe Organisation and is committed to the safety of children and protecting children from abuse. Pre-employment checks include:

- undergoing and attaining a satisfactory police check
- be in possession of a current Victorian Working With Children Check card
- be able to attain two satisfactory employment references that attest to your suitability to work with Aboriginal and non-Aboriginal children

Other Position Related Information

- A current Victorian drivers licence is required

Guidelines for Submitting Applications

Application deadline is Sunday 15 November 2020. Specific queries about the position should be directed to the Manager, Child, Youth and Family Services, Skye Munro on 5559 1234. Queries and applications to Elizabeth Pinson, People and Wellbeing Officer on 0467 777 396. Applications must include your resume, 2 references, a covering letter and how you meet the knowledge, skills and aptitude required of the position (see above).