



## Care Services 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 3
<b>Length of Term</b>	Fixed Term 12mths	<b>Salary</b>	As per contract
<b>Reports to</b>	Team Leader	<b>Additional Benefits</b>	Access to Salary Packaging
<b>Secondary Report</b>	Community Services Manager	<b>PD Review Date</b>	12 months (24/08/2020)

### 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).



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

This position works with children and young people on statutory orders in out of home care placements. The worker will establish placement supports for new placements and make referrals to appropriate support services for carers, children and families.

This position is also required to write detailed assessments of families and carers, placement suitability and support needs ensuring that the plan supports connection to their Aboriginal Culture and the Community.



## 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.
<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.

## KEY POSITION RESPONSIBILITIES

<b>Primary Responsibilities</b>	<ul style="list-style-type: none"> <li>• Participate in comprehensive family assessment that identify strengths and goals with a focus on the health, wellbeing and safety needs of the children involved.</li> <li>• Participate in the development of comprehensive family plans using a wrap-around model of support and facilitate ongoing reviews/ evaluation of family plans.</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 comprehensive case notes and reports such as             <ul style="list-style-type: none"> <li>- reports to child protection,</li> <li>- court reports,</li> <li>- Cultural Support Plans,</li> <li>- quarterly reports,</li> <li>- LAC documentation,</li> <li>- CIMS reporting and</li> <li>- Data collection as required</li> <li>- maintain records using the relevant client information systems and keep paper files in line with program requirements.</li> </ul> </li> <li>• Actively participate in teamwork in a manner that ensures a co-ordinated approach to service delivery and participate in professional development and training.</li> <li>• Lead and attend meetings to support the case management of families and advocate for children and families as required.</li> <li>• Facilitate supervised contact between children and their families. Travel to meet with families and some overnight and interstate travel may be required.</li> <li>• Other duties as directed by your Team Leader/Manager.</li> </ul>
---------------------------------	---



## Administration & Compliance

- Model and abide by BDAC Values, Code of Conduct and Policy and Procedures;
- Participate actively in and facilitate supervision and professional development activities;
- Ensure that you participate in team meetings, staff meetings and other community activities as requested;
- Ensure that you adhere to legislative requirements;
- Ensure that you report any risks identified immediately to your line manager;
- Participate within the team to ensure performance against expectations including performance management and staff development, in accordance with BDAC's policies and procedures;
- Ensure that all staff are provided with and operate in a safe environment in accordance with BDAC'S OHS policies and procedures;
- Participate in Continuous Quality Improvement (CQI) activities.

## COMMITMENT TO SAFETY

- 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;
- BDAC is committed to the health and wellbeing of its employees and stakeholders;
- BDAC has a zero tolerance to all forms of violence.

## KEY SELECTION CRITERIA

- Demonstrated understanding of the Children's, Youth and Families Act 2005.
- Knowledge and understanding of Aboriginal Culture and the ACCHO environment.
- Knowledge of child and adolescent development and strategies for working with vulnerable children, young people and their families.
- Understanding of self-care and resilience when working with children and families in crisis and who have experienced trauma.
- Demonstrated negotiation and advocacy skills.
- Ability to prepare briefs, letters, emails and reports using clear, concise and grammatically correct language. Ensure written communications contain necessary information to achieve their purpose.
- Ability to manage competing demands in a structured thoughtful manner.

## Mandatory Education, Training and/or Competencies

- 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 Care Services Case Manager.

EMPLOYEE NAME: .....

SIGNATURE: .....

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