

## POSITION DESCRIPTION

<b>Position</b>	Family Violence Case Manager
<b>Reports to</b>	Team Leader - Family Violence Program
<b>Direct Reports</b>	N/A
<b>Status</b>	Multiple position available
<b>Location</b>	Morwell

## BACKGROUND

The Victorian Aboriginal Child Care Agency (VACCA) is the largest organisation of its kind in Australia. VACCA is an Aboriginal community-controlled organization that supports and advocates for the Aboriginal community. Our strength lies with our people. Our team is committed to the organisation's vision and values; advocates for our children and other vulnerable community members; and shows respect for, observance and compliance with Aboriginal cultural protocols, practice and ceremony. Our Aboriginality is what distinguishes us from mainstream services and what enables us to deliver the positive outcomes we achieve for our people.

VACCA employs over 600 staff and delivers more than 70 programs across the state. VACCA's experience and expertise in the delivery of therapeutic interventions are underpinned by culture, connection, and healing. VACCA designs, develops and delivers programs with self-determination and an understanding that the intergenerational trauma experienced by our community requires intergenerational and community healing.

Central to VACCA's work is the importance of connection to family, community and culture as essential to Aboriginal children's safety, stability and ensuring that they have an ongoing sense of belonging. As Victoria's largest Aboriginal child welfare agency, VACCA will play a key role in the process of transitioning the care and case management of Aboriginal children from government and non-Aboriginal organisations to Aboriginal community-controlled organisations following the recent decision of the Victorian Government.

VACCA is implementing cultural therapeutic ways which is an agency wide framework that underpins our work with the community, our clients and staff

## OUR VISION

Aboriginal self-determination - Live, Experience and Be.

## OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities

## PROGRAM AREA.

The Morwell VACCA team works with families to promote family wellbeing, participation in the broader community and access to relevant services. The team provides families with a range of options for culturally responsive support in times of need, with a focus on positive parenting and family interaction to promote children's development.

We provide a positive, culturally safe workplace environment supported by family friendly and culturally sensitive workforce policies, including professional development, continuing education and staff wellbeing.

The Morwell VACCA Family Violence Program provides advocacy, referral and support to Aboriginal women and their children who are experiencing family violence. A range of support options are available that may include short, medium and long-term case management.

The Morwell VACCA Family Violence Program is delivered across the Inner Gippsland area.

## POSITION SUMMARY

- Provision and delivery of Family Violence L17 intake (Aboriginal women, men and children) and response services.
- Provide regular and ongoing contact during crisis and recovery stages with women and children at locations where they are most comfortable and safe.
- Provide support during crisis and recovery stages to men who have used violence.
- Provide initial contact, assessment, case planning/options, review and exit planning.
- Undertake a comprehensive risk assessment as part of the initial assessment and then periodically as required.
- Develop and review a comprehensive safety plan with women and their children.
- Advocate for women and children to promote access to required services.
- Provision of intake, court support, and secondary consult.
- Work closely with the Safety and Support Hub in Inner Gippsland to support L17 referrals for Aboriginal families.
- Develop broad networks across ACCO's and the family violence and family support service systems, including the Courts to support Aboriginal families, women, men and children to remain culturally safe and supported.
- Operate the L17 Portal (training can be provided).
- Provide an advisory role to mainstream services in relation to responding to family violence in the Aboriginal community.

## KEY RELATIONSHIPS

*Internal:* VACCA Staff, VACCA Family Violence Therapeutic teams, VACCA Out of Home Care Services, Cradle to Kinder programs etc.

*External:* Victoria Police Aboriginal Liaison Officers, ACCO's, Courts, Inner Gippsland Support and Safety Hub, existing Child First Services, Aboriginal services across Inner Gippsland, Gathering

Places, Aboriginal housing, Family Violence mainstream services including Housing Services, Financial Counselling Services, Aboriginal Legal Aid etc.

## KEY SELECTION CRITERIA

- Demonstrated understanding of, and commitment to, the values that underpin VACCA' vision and purpose and the capacity to take a leadership role in championing these internally and externally.
- Demonstrated awareness and appreciation of Aboriginal societies and cultures, and commitment to continually build knowledge of such, along with a high level of awareness of the key issues which impact upon Aboriginal communities.
- Demonstrated experience in working and engaging with Aboriginal families and children.
- Experience and ability to work with Aboriginal organisation and communities and a proven ability to effectively communicate with Aboriginal people.
- An awareness of family violence issues and the impacts on women, children and families.
- The ability to apply a flexible, non-judgmental and empowering approach to service delivery.
- Knowledge of local family violence programs, accommodation, legal, health and community services within the region – or the ability to acquire that knowledge.
- Demonstrated positive working relationships with other agencies in a service network, and experience with intake processes, shared casework, or group work.
- Demonstrated ability to work independently and as a collaborative team member in a challenging environment.
- Demonstrated competencies in the application and use of Microsoft Word applications and other data systems and openness to continuous training to ensure proficiency with the use of specific Family Violence and VACCA IT systems.
- Demonstrated interpersonal skills, sound verbal and written communication skills. Ability to prepare reports, submissions and other relevant documents.
- A thorough understanding of the issues relating to confidentiality and mandatory reporting provisions.

## REQUIREMENTS

- You must have and continue to hold a full Victorian Driver's Licence and a current employment Working with Children Check card.

## DESIRABLE:

- Knowledge of the Family Violence Protection Act 2008 and the MARAM Risk Assessment Framework
- Knowledge of the Information Sharing Scheme
- A tertiary qualification in Social Work, Psychology, welfare or a related discipline
- Knowledge of the SHIP data reporting system

## **POSITION ACCOUNTABILITIES**

### **ADMINISTRATION**

- Accurate record keeping, including case notes, completed forms and reports as required according to program guidelines and agency registration obligations.
- Case management and maintenance of client files in line with legislative and policy requirements.
- Maintain accurate statistical data using organizations current data systems as required by VACCA and DHHS.
- Attend regular team meetings and other forums as required.

### **PROGRAM DEVELOPMENT**

- Establish effective working relationships with partner agencies providing services and support for women and children who have experienced family violence.
- Participate in local, regional, and other network meetings encompassing issues and current initiatives addressing family violence.
- Lead and assist in the development and implementation of new projects or initiatives relevant to supporting women and children who have experienced family violence.

### **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 in order 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.