



POSITION DESCRIPTION

Position	KEYS Cultural Support Officer	Position Number	V00278
Reports to	Team Leader	Direct Reports	Nil
Status	Ongoing	Time Fraction	Full time – 38 hours
Award	SCHADS Level 5	Location	VACCA Melton / Werribee Office

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

POSITION SUMMARY

The role will work alongside the partner agencies in providing holistic support to Aboriginal residents of the two houses situated in St Albans & Reservoir and also to provide cultural support to staff at the Anglicare Preston office and in the KEYS program, when required, and agreed to by VACCA.

The role will engage with Aboriginal Children and young people who are referred into the KEYS program and building positive relationships with them, ensuring risk assessments and interventions are culturally appropriate. The KEYS Cultural Support Worker will lead support for Aboriginal children, young persons in the KEYS program, in the area of connection to culture and community and developing life skills

The KEYS Cultural Support Worker role sits within the VACCA Out of Home Care (OOHC) team based in Werribee/Melton and will work with OOHC team members on a day-to-day basis, as well as at Anglicare, with visits to the residential units and other outreach as required by the role.

KEY RELATIONSHIPS

Internal: VACCA staff and community, including client service regional management and State-wide Residential services staff., AFLDM Convenors, Senior Aboriginal Advisors.

External: Child Protection, CSO's and partners, Aboriginal Community Controlled Organisations

KEY SELECTION CRITERIA

ESSENTIAL

- Demonstrated commitment and understanding for the values that underpin VACCA' vision and purpose
- Demonstrated ability to communicate in a clear, culturally appropriate and respectful way with a range of stakeholders including agency staff and carers and Aboriginal services
- Ability to develop and maintain positive relationships with Aboriginal and non-Aboriginal services
- Ability to use assessment tools to identify and plan for the cultural needs of the child in line with the Aboriginal Placement Principle.



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- Ability to educate and mentor agency and State-wide residential services staff and support them to attend Aboriginal services, community events to develop and maintain appropriate relationships with the Aboriginal community.
- Professional practice experience in the residential services sector and or broader social services sector is essential.
- Demonstrated understanding of the cultural knowledge required to deliver effective, culturally safe and responsive services for Aboriginal people within an integrated practice context.
- Excellent conceptual and writing skills.
- Capacity to work independently as a member of a team

REQUIREMENTS

- Certificate, Diploma or Degree qualification in Youth Case Management, Community Services and/or Social Worker
- Where a degree is commenced but not completed, salary will be fixed at Award Level 4 until successful completion
- You must have and continue to hold a full Victorian Driver's Licence, a current employment Working with Children Check card and a clear National Police Check
- Current COVID-19 vaccination (including booster dose, as applicable)

Please note: 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

KEY RESPONSIBILITIES

- Liaise with Anglicare to determine appropriate duties and workloads to best reflect the intended and agreed responsibilities of the role.
- Maintain and foster relationships with state-wide Residential services within VACCA.
- Support Anglicare KEYS Residential staff to understand the cultural background and needs of the child they are caring for
- As appropriate, spend time with carers and the child to connect them to the local Aboriginal community
- As appropriate, connect the child and state-wide Residential services staff with relevant Aboriginal services and groups so that they are comfortable attending these without the support of the worker
- Maintain up to do case notes and data systems as required by the role and as prescribed by KEYS model guidelines
- Prepare case notes, assessments and ensure data and reports are completed to the required time frames
- Work independently and collaboratively with Anglicare KEYS team and participate in training sessions, team meetings as required
- Comply with VACCAs code of conduct and adopt and maintain the organisations values
- provide information and education to residential staff and agency workers in Aboriginal history, Culture and issues affecting Aboriginal and Torres Strait Islander people, or guidance relating to cultural safety within other Lead Provider residential properties
- Liaise with Anglicare to determine appropriate duties and workloads to best reflect the intended and agreed responsibilities of the role.
- Participate in regular supervision with internal VACCA Team Leader



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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.
- Contribute positively and proactively to team and Anglicare OH&S activities, relevant to the KEYS service delivery.

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.

OTHER

- Participate proactively in team project initiatives

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

