

ACAC mutjang bupuwingarrak mukman Senior Case Manager

EMPLOYMENT DETAILS			
Role type	Fixed Term	Award	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS)
Hours per week	Full time	Pay Classification	Level 5
Reports to	Team Leader	Secondary Report	Program Manager
Additional Benefits	Access to Salary Packaging		

ORGANISATIONAL CONTEXT	
Bendigo & District Aboriginal Cooperative (BDAC) is an Aboriginal Community Controlled Organisation (ACCO). BDAC is registered as a member under the umbrella of Victorian Aboriginal Community Controlled Health Organisation (VACCHO) and represented nationally through National Aboriginal Community Controlled Health Organisation (NACCHO). BDAC was founded in 2001 to represent and provide services to Aboriginal and/or Torres Strait Islander people living on Djaara Country (djandak) in Central Victoria. BDAC has a responsibility to ensure growth of services, development of our Aboriginal and Torres Strait Islander Community, better and improved health outcomes for our People, improved quality of life, and be a lead agency in providing self-determination, employment and career pathways for Aboriginal and/or Torres Strait Islander People.	

LOCAL WORK ENVIRONMENT
BDAC provides a range of specialist services for Community living on Djaara Country including a Medical Clinic, Health and Wellbeing, Family and Community Services, and Kindergarten.

POSITION OBJECTIVE

Reporting to the Team Leader and supported by senior staff, working within the ACAC Mutjang bupuwingarrak mukman program (a Dja Dja Wurrung name meaning “Keeping Children Safe”), the Senior Case Manager holds primary responsibility for case management for Aboriginal and Torres Strait Islander children authorised to BDAC under 18 of the Children’s, Youth and Families Act 2005. The Senior Case Manager will work with children, families and the community to promote the safety, stability and development of Aboriginal and Torres Strait Islander children. The Senior Case Manager will at times lead investigations and make ongoing assessments. The CYFA 2005 provides the legislative mandate for the ACAC programs to protect children and young people using best interest and decision-making principles. This mandate involves receiving reports, conducting investigations, intervening if it is assessed that a child needs care and protection, taking matters before the Children’s Court, supervising children on protection orders, determining case plans (including stability plans, Cultural plans and therapeutic treatment plans) for the safety and wellbeing of children and delivering case practice and case management services for children and young people who are either living with family or in out of home care. The Senior Case Manager is a mentor and role model for Case Managers.

BDAC’S VISION AND CORE VALUES

Empowered generations belonging to strong families, culture and community

Our Lore refers to the stories, customs, beliefs, and spirituality of our People. Our Lore guides our work and has been passed down through generations by our ancestors and knowledge holders.

Our five LORE principles are:

- We keep our focus on Community priorities
- We are brave
- We think outside the box
- We create a safe, caring, and supportive environment
- We are accountable

Please refer to our <https://www.bdac.com.au/our-strategy> for further information about our underlying principles within the BDAC Strategy.

KEY POSITION RESPONSIBILITIES

Primary Responsibilities

Supported by the Team Leader and senior leadership, the Senior Case Manager will:

- Provide quality, timely and effective case practice and case management services including risk assessment, working from a strengths-based approach.
- 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. • Lead investigations into reports of harm received, including interviews with children and families and documentation of investigation. • Conduct visits to family homes. • Make assessments and recommendations if the child or young person needs protection. • Engage families by working with children, families and community to ensure the child's safety and wellbeing, working from a strengths approach. • Provide case management, including ongoing assessment and leading a care team. • Refer children and or families to appropriate services, work with services to ensure that referrals are responded to in a way that acknowledges the needs. • Complete written records using the Client Relationship Information System (CRIS) and keep files in line with the program requirements. • Actively participate in teamwork in a manner that ensures a coordinated approach to service delivery. • Lead and attend meetings to support the work with families and advocate for children and families as required. • Make applications, prepare documentation, give evidence and make recommendations to the Children's Court on decisions and actions in the best interests of the child. • Ensure work applies and adheres to legislation, policies and BDAC frameworks. • Reflect on practice and articulate assessment outcome with their supervisor. • Travel to meet with families and for training, some overnight and interstate travel may be required. • Make applications, prepare documentation, give evidence, and make recommendations to the Children's Court on decision and actions in the best interest of the child.
Response to Family Violence	This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) as: Tier 1 Comprehensive Risk Assessment training and responsibilities
General Responsibilities	• Uphold BDAC's Values, Code of Conduct, and all relevant policies and procedures. • Engage in supervision, professional development, and continuous quality improvement (CQI) activities. • Attend team meetings, staff meetings, and community events as required.

	• Comply with legislative and regulatory obligations. • Identify and report risks promptly to your line manager, including completing incident reports via LogiqcQMS. • Collaborate effectively within a team to meet performance and development goals in line with BDAC's program requirements. • Follow reasonable directions from BDAC management. • Maintain a safe work environment in accordance with BDAC's Occupational Health and Safety (OHS) policies.
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COMMITMENT TO SAFETY

- BDAC has zero tolerance to all forms of violence.
- BDAC is committed to service delivery and a work environment that prioritises equity and diversity and actively supports inclusion. We aim to ensure every individual is treated with dignity and care with respect to their cultural background, ability, ethnicity, gender identity, sexual orientation, age, caring responsibilities, spirituality, or religion.
- BDAC is committed to the Child Safety Standards and believes that all children and young people 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.
- BDAC is committed to the health and wellbeing of its employees and stakeholders. Everyone within BDAC is required to foster a workplace that is safe and healthy that is free from all forms of harassment, bullying, and discrimination.

KEY SELECTION CRITERIA

- Knowledge and understanding of Aboriginal history, Culture and the ACCHO environment.
- Understanding of the Children's, Youth and Families Act 2005.
- Skills to engage Aboriginal families through a relational approach, maintaining professional boundaries.
- Knowledge of child and adolescent development and strategies for working with vulnerable children, young people and their families.
- Experience or detailed understanding of completing investigations, interview strategies and documenting evidence.
- Strong reasoning skills, ability to make assessments and communicate rational for assessments.
- Understanding of self-care and resilience when working with children and families in crisis and who have experienced trauma.
- Strong computer skills, ability to use a range of software and IT based reporting systems.
- Ability to transport children, conduct home visits and willingness to travel as needed.
- Ability to work after hours and on call (when required)

Education, Training and/or Competencies

Mandatory

- 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.

*If you don't meet these requirements but strongly believe and are able to demonstrate you have the knowledge and capacity to fulfill this role, please contact us.

Preferred/ desired

- Previous experience working with Aboriginal and/or Torres Strait Islander community members or in an Aboriginal organisation.

CONDITIONS OF EMPLOYMENT

- Must pass a Criminal Police Record Check.
- Must pass and provide copy of Working with Children's Check (WWCC) (*or Teachers Registration if applicable*).
- Must hold current full Victorian Drivers Licence and provide a copy.
- Must have the right to work in Australia.
- Must pass an Employment History check.
- Must have and maintain a commitment to child safety, equity, inclusion, and cultural safety.
- **Vaccination Policy:** all staff are encouraged to be vaccinated against whooping cough, measles, mumps, and rubella (MMR) (*if not immune*), influenza (*annually*), hepatitis A and B, chicken pox (*if not immune*); shingles (*for eligible people*), and COVID-19. It is expected that Clinic, aged care, and djimbaya, staff will be vaccinated against the above diseases and will be required to complete a **Vaccination Consent Form**. It is also expected that Clinic staff will be vaccinated again diphtheria, tetanus, and pertussis (DtP).



EMPLOYEE STATEMENT

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

EMPLOYEE NAME:

SIGNATURE:

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