

Aboriginal Children in Aboriginal Care 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 4
Reports to	ACAC Team Leader	Secondary Report	ACAC Program Manager
Additional Benefits	Access to Salary Packaging		

ORGANISATIONAL CONTEXT



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 Aboriginal and Torres Strait Islander people living on Djaara Country.

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 people.

LOCAL WORK ENVIRONMENT

Bendigo and District Aboriginal Co-operative 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 Mutjang bupuwingarrak mukman program (a Dja Dja Wurrung name meaning "keeping our kids safe") The Case Manager holds the primary responsibility for case management for the Aboriginal children authorised to BDAC under the Section 18 of the Children's, Youth and Families Act 2005. The Case Manager will work with children, families and the community to promote the safety, stability and development of Aboriginal children. Case Managers will at times lead investigations and make ongoing assessments.

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 program staff, the 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 by child protection about Aboriginal children and young people, this will include interviews with children and families and documentation of investigation.
- Conduct outreach visits to family homes and manage conflicts as they arise.
- Make assessment and recommendations if the child or young person needs protection.
- Engage families on a voluntary basis, 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 and reports using the Client Relationship Information System and keep files in line with program requirements.
- Actively participate in teamwork in a manner that ensures a co-ordinated approach to service delivery. Position Description Page 3 of 5 v1.3
- 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. • Travel to meet with families and for training, some overnight and interstate travel may be required.
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	• Model and abide by BDAC Values, Code of Conduct, 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

- 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.
- Skill 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. Position Description Page 5 of 5 v1.3
- Ability to prepare high quality plans, letters, emails, and reports, ensure written communications achieve their purpose.
- Demonstrated skills in managing competing demands in a structured thoughtful manner. Ability to transport children, conduct home visits and willingness to travel as needed.

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 (preferred)

CONDITIONS OF EMPLOYMENT

- Must pass a Criminal Police Record Check.
- Must pass and provide copy of Working with Children's Check (*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; and
- 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 Aboriginal Children in Aboriginal Care Case Manager.

EMPLOYEE NAME:

SIGNATURE:

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