

### Aboriginal Children in Aboriginal Care Team Leader

EMPLOYMENT DETAILS			
<b>Role type</b>	Ongoing	<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS)
<b>Hours per week</b>	Full time	<b>Pay Classification</b>	As per contract
<b>Reports to</b>	Program Manager CSCS	<b>Secondary Report</b>	Director Child Safety and Cultural Support
<b>Additional Benefits</b>	Access to Salary Packaging		

ORGANISATIONAL CONTEXT	
 <p>VACCHO member organisations</p>	<p>Bendigo &amp; 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</p>  <p>Controlled Health Organisation).</p> <p>BDAC was founded to represent and provide services to Aboriginal and Torres Strait Islander people living on Djaara Country.</p> <p>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.</p>

LOCAL WORK ENVIRONMENT
<p>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.</p>

POSITION OBJECTIVE
<p>The Team Leader within the Mutjang bupuwingarrak mukman program will provide high quality supervision and support to a team of staff who work in the community to promote the safety, stability and wellbeing of Aboriginal children under the Children, Youth and Families Act 2005. The ACAC Team Leader is responsible for effective service delivery, managing resources, case awaiting allocation and a small team of practitioners. The Team Leader has the formal delegation to bring about the changes necessary to ensure the cultural safety, stability and development of children and young people. The position will collaboratively with the program manager around compliance and meeting legislation requirements and as the senior case manager to strengthen case practice,</p>

provide effective service delivery and to support other practitioners. The ACAC Team Leader works in a statutory environment where they must exercise legal delegations and functions pursuant to the Children, Youth and Families Act 2005. The Act under section 18 provides the legislative mandate for ACAC programs to protect children and young people using the best interest decision making principals and SAFER risk assessment. This mandate involves receiving reports, conducting investigations, taking matters before the children's court, supervising children on protection orders, and determining case 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.

### 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

- Exercise a wide range of authorities and legal delegations under section 18 of the Children, Youth and Families Act 2005 and other specific delegations and functions including adherence to relevant practice standards.
- Lead and supervise a team of staff working from a strengths approach.
- Establish and maintain effective working relationships, ongoing communication, and successful negotiations with all key stakeholders both internal and external.
- Monitor and review key performance indicators to ensure effective service delivery with a focus on continual improvement.
- Use and coach staff to use a range of IT/web-based applications to manage workflow, approvals, and collection of information in accordance with guidelines and privacy principles.

	<ul style="list-style-type: none"> <li>• Prepare and oversee the preparation of documentation, present information and make recommendations to the Children's Court of Victoria and other relevant courts and tribunal processes on decisions and actions in the best interests of the child.</li> <li>• Be clear about accountability and responsibility for decisions and involve partners in joint problem solving.</li> <li>• Contribute the body of practice and the development of policies and procedures.</li> <li>• Maintain the operational level of program development and service delivery.</li> <li>• Ensure applications are made to ensure all protection orders are current and updated (if required) prior to expiry date. Protection Orders that are close to expiry must be reported to the Program Manager.</li> <li>• Authorise plans and delegated decisions in relation to risk assessment, analysis and mitigation/intervention</li> <li>• Lead planning, review and management of their own work and team members case work</li> <li>• Lead planning, review and management of issues in line with best practise principals and legislative requirements</li> <li>• Demonstrate expertise in reflective practices through interactions and communication with staff and stakeholders</li> <li>• At times manage case allocation and case hold</li> <li>• Create an environment that allows for proactive and shared problem solving, supporting the team to use their strengths to resolve issues</li> <li>• Demonstrates leadership in applying culturally informed practice</li> <li>• Creates awareness of any changes in business operations and ensures implementation of new practices/processes</li> <li>• Ability to work after hours and on call (when required)</li> </ul>
<b>Response to Family Violence</b>	This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) as: <b>Tier 1 Comprehensive Risk Assessment training and responsibilities</b>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• Model and abide by BDAC Values, Code of Conduct, Policy, and Procedures.</li> <li>• Participate actively in and facilitate supervision and professional development activities.</li> <li>• Ensure that you participate in team meetings, staff meetings and other community activities as requested.</li> <li>• Ensure that you adhere to legislative requirements.</li> <li>• Ensure that you report any risks identified immediately to your line manager.</li> <li>• Participate within the team to ensure performance against expectations including performance management and staff development, in accordance with BDAC's policies and procedures.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure that all staff are provided with and operate in a safe environment in accordance with BDAC'S OHS policies and procedures.</li> <li>• Participate in Continuous Quality Improvement (CQI) activities.</li> </ul>
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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 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.
- Ability to work after hours and on call (when required)
- Skills in the delivery of supervision and managing performance issues.
- Expert understanding and ability to embed the CYFA 2005 in practice including the core responsibilities and principals of the Act.

### 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.

### 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 against diphtheria, tetanus, and pertussis (DtP).

### EMPLOYEE STATEMENT

**I have read, understood, and accepted the above position description of the ACAC Team Leader.**

**EMPLOYEE NAME:** .....

**SIGNATURE:** .....

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

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