

**Intensive Youth Case Management**

EMPLOYMENT DETAILS			
Role type	Full Time	Award	SCHADS
Hours per week	38hrs P/W	Classification	
Length of Term	12mths Fixed (possibility of ongoing)	Salary	As per award
Reports to	Team Leader	Additional Benefits	Access to Salary Packaging
Secondary Report	Program Manager	PD Last Review Date	12 months

**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).



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**

The Aboriginal Intensive Youth Case Management program aims to offer a culturally nurturing environment, catering specifically to Aboriginal adolescents navigating the Child Protection system under statutory orders. Emphasizing support for those residing in residential care without current engagement in cultural initiatives or activities provided by Aboriginal Community-Controlled Organisations (ACCO), the initiative seeks to bolster their ties to culture, family, and personal identity.

BDAC'S VISION AND CORE VALUES	
<i>"Empowered generations belonging to strong families, culture and community"</i>	
<u>LEAD</u>	We are committed to lead as an individual, team, and organisation to achieve positive health and wellbeing outcomes for our community.
<u>OPENNESS</u>	We will be accountable and remain transparent in the delivery of our service to clients, visitors, and staff.
<u>RESPECT</u>	We treat one another with honesty, integrity, respect, and value everyone's opinion and feedback.
<u>EXCELLENCE</u>	We strive for excellence in our programs and services so that we can support positive health and wellbeing outcomes for our community.

KEY POSITION RESPONSIBILITIES	
Primary Responsibilities	<ul style="list-style-type: none"> <li>• Conduct home visits and arrange face-to-face meetings when necessary, ensuring consistent support for the young person.</li> <li>• Make appropriate referrals for children and families based on their specific needs and objectives. Collaborate with relevant services to ensure timely and tailored responses to each referral and circumstance.</li> <li>• Maintain detailed case notes and prepare various reports including those for child protection, court proceedings, cultural support plans, case plans, quarterly updates, LAC (Looking After Children) documentation, CIMS (Client Information Management System) reporting, and any required data collection.</li> <li>• Utilise the designated client information system to manage records and adhere to program standards regarding paper file maintenance.</li> <li>• Organise and participate in meetings to oversee the case management of young individuals, advocating for their needs and those of their families when necessary.</li> <li>• Facilitate supervised contact sessions between children and their families, which may involve travel to meet families, including overnight and interstate travel.</li> <li>• Fulfill any additional responsibilities assigned by the Team Leader or Program Manager.</li> </ul>
General Responsibilities	<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 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

- All children 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, and abiding by the Child Safe Standards.
- BDAC is committed to the health and wellbeing of its employees and stakeholders.
- BDAC has a zero tolerance to all forms of violence.

### 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.
- 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.

### Preferred / Desired / Mandatory Education, Training and/or Competencies

- 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.

### 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.
- Clinic and Kindergarten positions only: Must be fully vaccinated for whooping cough, MMR, influenza, and COVID-19, unless an exemption applies.

### EMPLOYEE STATEMENT

I have read, understood and accepted the above position description of the **Position Title**.

EMPLOYEE NAME: .....

SIGNATURE: .....

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