



ACAC Wartaka Team Leader

EMPLOYMENT STATUSES			
Status	Fulltime	Award	SCHADS
Hours per week	38 Hours per Week	Classification	Level 6
Length of Term	12 Months	Salary	As per award
Reports to	Program Manager	Additional Benefits	Access to Salary Packaging
Secondary Report	Director	PD Review Date	12 months,

ORGANISATIONAL CONTEXT	
 <p>VACCHO member organisations</p>	<p>The 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).</p> <p>BDAC was founded to represent and provide services to the Dja Dja Wurrung community (Jaara people) and Aboriginal residents living in the Dja Dja Wurrung boundaries. BDAC has a responsibility to ensure growth of services, development of our Aboriginal community, better and improved health outcomes for our people, improved quality of life and be a lead agency in providing 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 clients based primarily in the Dja Dja Wurrung including Health and Wellbeing services, Family and Community Services and Corporate services.</p>

POSITION OBJECTIVE
<p>Reporting to the Program Manager and supported by higher leadership, working within the ACAC Wartaka program (a Dja Dja Wurrung name meaning "Come with purpose")</p> <p>The Team Leader will provide high quality supervision and support to a team of staff who work with children, families and community to promote the safety, stability and wellbeing of Aboriginal children under the Children's Youth and Families Act 2005. The ACAC Wartaka Team Leader is responsible for effective service delivery, managing resources and cases awaiting allocation and a small team of practitioners. The Team Leader has the formal delegation to make decisions to bring about the changes necessary to ensure</p>

the cultural safety, safety, stability and development of children and young people. The position will work collaboratively with the Program manager around compliance and meeting legislative requirements and the Senior case manager to strengthen case practice, provide effective service delivery and to support other practitioners.

The Wartaka team leaders work in a statutory environment where they must exercise legal delegations and functions pursuant to the Children, Youth and Families Act 2005 (Vic). The Act under Section 18 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 child 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.

BDAC'S VISION AND CORE VALUES

"Empowered generations belonging to strong families, culture and community"

<u>LEAD</u>	We are committed to lead as an individual, team and organisation in order 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	Supported by the Program Manager and senior leadership, the team leader will: <ul style="list-style-type: none"> • 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.
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	<ul style="list-style-type: none"> • 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. • 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. • Be clear about accountability and responsibility for decisions and involve partners in joint problem solving. • Contribute the body of practice and the development of policies and procedures. • Maintain the operational level of program development and service delivery. • 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. • Authorise plans and delegated decisions in relation to risk assessment, analysis and mitigation/intervention • Lead planning, review and management of their own work and team members case work • Lead planning, review and management of issues in line with best practise principals and legislative requirements • Demonstrate expertise in reflective practices through interactions and communication with staff and stakeholders • At times manage case allocation and case hold • Create an environment that allows for proactive and shared problem solving, supporting the team to use their strengths to resolve issues • Demonstrates leadership in applying culturally informed practice • Creates awareness of any changes in business operations and ensures implementation of new practices/processes • Ability to work after hours and on call (when required)
Administration & Compliance	<ul style="list-style-type: none"> • 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

	<p>environment in accordance with BDAC'S OHS policies and procedures.</p> <ul style="list-style-type: none"> • 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. <p>Participate in Continuous Quality Improvement (CQI) activities.</p>
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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 Safety Principles;
- 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.
- 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.



- Prepare to a high standard briefs, letters, emails and reports using clear, concise and grammatically correct language; edits written communications to ensure they contain the information necessary to achieve their purpose.
- Sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required; identifies processes, tasks and resources required to achieve a goal; establishes systems and procedures to guide work and track progress; recognises actual and potential barriers and finds effective ways to manage them
- Identifies and responds to clients' underlying needs; uses understanding of the client or stakeholder's organisational context to tailor services and ensure a high-quality response; looks beyond the obvious to provide outstanding levels of service; constructively deals with service issues that arise in a timely manner; effectively manages risks to service delivery.

Mandatory Qualifications

- 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 & provide copy of Working with Children's Check;
- 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 be fully vaccinated against COVID-19.

EMPLOYEE STATEMENT

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

EMPLOYEE NAME:

SIGNATURE:

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