

**Case Manager**

EMPLOYMENT STATUSES			
<b>Status</b>	Full Time	<b>Award</b>	SCHADS
<b>Hours per week</b>	38 Hours Per Week	<b>Classification</b>	As per contract
<b>Length of Term</b>	12 Months	<b>Salary</b>	As per award
<b>Reports to</b>	Program Manager	<b>Additional Benefits</b>	Access to Salary Packaging
<b>Secondary Report</b>		<b>PD Review Date</b>	12 months, May 2022

**ORGANISATIONAL CONTEXT**



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).



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.

**LOCAL WORK ENVIRONMENT**

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.

**POSITION OBJECTIVE**

Reporting to the Program Manager and supported by senior staff, Case Managers will lead investigations and make assessments if a child is in need of protection. If the child is found to need protection the Case Manager will work directly with children, families and community to ensure the child's safety and wellbeing. Where this is unable to be achieved voluntarily, it may include initiating legal proceedings and all work associated with making protection applications.

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

<b>KEY POSITION RESPONSIBILITIES</b>	
<b>Primary Responsibilities</b>	<p>Supported by the Team Leader and senior program staff, the Case Manager will:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Conduct outreach visits to family homes and manage conflicts as they arise.</li> <li>• Make assessment and recommendations if the child or young person needs protection.</li> <li>• 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.</li> <li>• Provide case management, including ongoing assessment and leading a care team.</li> <li>• 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.</li> <li>• Complete written records and reports using the Client Relationship Information System and keep files in line with program requirements.</li> <li>• Actively participate in teamwork in a manner that ensures a co-ordinated approach to service delivery.</li> <li>• Lead and attend meetings to support the work with families and advocate for children and families as required.</li> <li>• 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.</li> </ul>

	<p>Travel to meet with families and for training, some overnight and interstate travel may be required.</p>
<p><b>Administration &amp; Compliance</b></p>	<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> <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>

**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.
- 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.

**Mandatory Education**

- 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 Case Manager.**

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

**SIGNATURE:** .....

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