



## Position Description

<b>Position title</b>	<i>Kinship Case Manager</i>
<b>Position number</b>	<i>P2131</i>
<b>Employment status</b>	<i>Full time</i>
<b>Department</b>	Engagement and Family Services
<b>Location</b>	Rumbalara Road, Mooroopna
<b>Position reports to</b>	<i>Team Leader</i>
<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award 2010 SCHADS Award
<b>Classification</b>	<i>Level 4 – Pay Point 1</i>

### ABOUT THE ORGANISATION

Rumbalara Aboriginal Cooperative (RAC) is recognised as a leader among Aboriginal community-controlled organisations, maintaining a high profile in the public and private sectors across research, consultancy, policy development, and partnerships. RAC operates in a culturally appropriate, sensitive, community-controlled environment that maintains a holistic approach to service provision and emphasises the importance of family and community.

RAC has been a resource, service provider and enabler of the Aboriginal and Torres Strait Islander communities of the Greater Shepparton region since 1980. RAC is a cooperative working to provide a range of supports and services including:

- Health and Wellbeing
- Positive Aging and Disability Services
- Justice and Community Services
- Asset and Infrastructure Services / Housing
- Engagement & Family Services
- Corporate Services

RAC has an annual budget of \$30+ million and a workforce of approximately 300+ people. RAC is a significant employer and economic contributor to the region and plays a high-profile leadership role as one of the larger Aboriginal organisations in Australia. RAC is committed to ensuring the Aboriginal people in the Goulburn Valley have certainty of access to community-controlled services.

### ROLE PURPOSE

This kinship case manager position will operate within the Rumbalara Engagement and Family Services (REFS) program of RAC which provides assistance to Aboriginal families who are experiencing difficulties in their lives. REFS



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programs operate across Yorta Yorta, Bangerang and Taungurung lands covering the Department Health and Human Services (DHHS) Goulburn (geographical) area of the East Division. The REFS programs are aimed to support and maintain Aboriginal children remaining in Aboriginal and family/community care providing safe, stable and healthy places for them to grow up in. To work with Department of Families, Fairness and Housing to ensure the transition of Aboriginal children is occurring to meet case contracted kinship targets.

We work in areas of early intervention, prevention and tertiary services, such as, cradle to kinder, family services, placement support, leaving care, kinship and foster care. The REFS program works for the safety, stability and development of Aboriginal children, young people, their families and community - inclusive of their spiritual, cultural and emotional wellbeing.

The primary focus of the kinship case manager position is to manage contracted Department of Families, Fairness and Housing child protection cases through the transition of Aboriginal children.

To work and support to children, young people and carers to meet case contracted kinship targets. who are unable to live with their parents, to reside with family within their extended family.

The role will work directly within case management and care teams ensuring a shared understanding of key issues related to: theoretical frameworks including attachment theory, trauma theory, brain development, ages and stages of development, resilience theory, strength-based approach and the neurobiological development of maltreated children.

#### **Primary objectives for the kinship case manager role are to;**

- Building the capacity of the Kinship carers to better understand and respond to the needs of the children and young people in their care, promoting their safety, stability and development through the provision of targeted family intervention and support services
- To strengthen reunification opportunities, relationships and connections, engaging parent, Kinship carers and extended family to participate and contribute to the planning for the 'best interest' of the child
- Promote placement quality and support children and young people, their care family and their birth family to work towards healthy, safe and happy outcomes
- Empower Aboriginal families and communities to make positive, informed choices and decisions for improved and constructive life outcomes of children and young people
- Provide relevant information and support to children and young people, their families and other professionals and services

#### **KEY SELECTION CRITERIA**

##### **Qualifications and Registrations:**

- Strong collaboration skills and ability to work closely with Child Protection, as well as a range of internal and external stakeholders
- Knowledge and understanding of Aboriginal culture and ability to apply cultural practice across all aspects within the program
- Investigative and assessment skills regarding child safety and the ability to identifying and responding to safety concerns



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- Ability to make balanced and sound decisions in high-risk and high-pressure situations while managing competing priorities
- Ability to work after hours and on call (when required)
- A recognised Social Work degree or a similar welfare or a recognised Diploma of Community Services work or similar qualification

### **Knowledge and skills:**

- A demonstrated knowledge of the local Aboriginal and Torres Strait Islander community and culture including an understanding of factors influencing the health and wellbeing of young Aboriginal people
- Demonstrated assessment skills, the ability to manage referrals, liaise with providers and an ability to effectively apply case support practices
- Demonstrated experience in case management, preferably out of home, including assessment of risk for children, young people and families
- Ability to assist children, young people, families and carers in accessing and utilising Aboriginal and non-Aboriginal community resources and services
- Ability to understand and liaise effectively with various government departments (e.g. DFFH, DET) and services
- An understanding of the Children, Youth and Families Act 2005, DFFH policies and procedures regarding leaving care, case planning including related framework such as “Looking after Children” and “Cultural Support Plans”
- An understanding of intergenerational trauma, strengths-based practice and reflective practice processes
- Ability to identify the training and support needs of Kinship carers, particularly non-Aboriginal kinship carers in terms of their cultural awareness and connection to the Aboriginal community
- Excellent conceptual and writing skills, with the ability to write reports, which includes preparing and presenting to the Children’s Court Division
- Capacity to work both independently as a member of a team and a willingness to participate in training and supervision as requested

### **KEY RESPONSIBILITIES**

#### **1. Technical Capabilities**

- Ability to maintain a high standard of confidentiality and compliance
- Provide timely and accurate case notes, reports and assessments
- Collect and maintain accurate client records using relevant computer software applications (CRIS, CRISSP)
- Work within a team environment demonstrating a shared responsibility to ‘make a difference’
- Develop collaborative working relationships with a range of professionals to gain positive outcomes for children, young people, their families and community
- Liaise with relevant DFFH programs and additional services regarding case planning for young people
- Participate in after hours on call roster, where relevant
- Ensure that the placement goals established with the child (where appropriate), the child’s family, the caregiver family, and the case and/or contracting manager are achieved
- Provide a high level of quality service and support to Kinship carers
- Demonstrate practice procedures, as documented in program referral guidelines, practice and policy manuals, including DFFH program requirements for home-based care in Victoria are followed
- Provide appropriate cultural support to non-Aboriginal Kinship carers who are caring for Aboriginal children
- Maintain regular visits to children, young people and carers within Kinship care placements



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- As required organise and facilitate contact between children, young people within in Kinship care placements with their parents or other family members
- Assess and identify children's needs using the Looking After Children (LAC) framework and the resources needed to meet these needs as well as completing LAC documentation
- Provide information and advice service over the phone to support Kinship carers in caring for Aboriginal children
- Duties relevant to the position description as directed by the Executive Manager Engagement of Family Services and delegates

## **2. Behavioural Capabilities**

- Act at all times to protect the right of the clients, including culture, confidentiality, privacy, individual choice and decision-making
- Demonstrate commitment to the Co-operative's values and behaviours - serve the community, work together, act with integrity and respect other people (a copy of this is available to view)
- Provide support and proactively engage with the clients and broader community
- Establish and maintain relationships with clients, community and Rumbalara staff and team members

## **3. Administrative Capabilities**

- Attend staff meetings
- Submit accurate timesheets and claim forms (if applicable) in a timely manner
- Participate in service training programs as organised by Rumbalara and / or any other training to upgrade skills
- Ensure that all statistical data / record-keeping and other documentation are completed and forwarded on time
- Follow correct policy and procedure directions at all times
- Contribute to and support the organisation's systems and processes for managing safety, quality and risk; observe and report hazardous situations or behaviours

## **EMPLOYMENT CONDITIONS**

- Have a current National Police Check
- Hold a valid driver's License, without restriction
- Hold current Employee Working with Children's Check
- Covid Vaccination Certificate in accordance with the government guidelines
- All staff are required to sign a confidentially agreement on appointment to the organisation
- Probationary / qualifying periods apply to all positions
- All staff are required to adhere to the Code of Conduct of the Co-operative (available to view)
- All staff are required to follow the policies and procedures to the department and the Co-operative (manuals are available to view)
- A commitment to equal opportunity and Occupational Health and Safety principles and practices is required
- Salary packaging is available to permanent part time and full-time staff
- Tenure of positions at RAC will be tied to existing contracted funding arrangements