



RUMBALARA
ABORIGINAL CO-OPERATIVE LTD.

Position title	Targeted Care Package – Key Worker
Position number	PRO0500
Employment status	Full time
Department	Engagement and Family Services
Location	Rumbalara Road, Mooroopna
Position reports to	Team Leader
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Classification	SCHADS Level 4.1 -5.1

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 240 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

Targeted Care Packages are an individual package designed to meet the needs of the child or young person to create an alternative to residential care. The Targeted Care Package Key Worker (case manager) will engage with young people, their Care Teams, families, communities and others towards building a sustainable and secure placement for

the young person. The position will assist in the development, monitoring and review of plans and will support an effective transition from Residential Care to a Kinship or Foster care setting or work to prevent a young person entering residential care.

The primary focus of the key worker in the Targeted Care program is a case management position to manage contracted child protection cases from DFFH by supporting children and young people. 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 TCP Key Worker role is to;

- Wherever possible (consistent with case plan directions) provide the overarching case management role aimed at minimising the protective concerns and maximising personal development through a range of intervention techniques.
- Develop individualised case plans with specify objectives of intervention, anticipated timelines, and tasks and responsibilities necessary for their achievement.
- Liaise with relevant services and advocate on behalf of children & young people to ensure access to resources where necessary.
- Building the capacity of 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:

- Desirable qualifications in Community Services / Youth work or equivalent and or relevant experience.

Knowledge and skills:

- A demonstrated knowledge of the local Aboriginal and Torres Strait Islander community and culture and an understanding of factors that influence 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 management practices.
- Knowledge and demonstrable experience in delivering innovative and effective approaches for young people with complex needs.
- Demonstrated experience in casework, 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 (eg. DFFH, DEECD) 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".

KEY RESPONSIBILITIES

Technical Capabilities

1. Ability to maintain a high standard of confidentiality and compliance.
2. Collect and maintain accurate client records using relevant computer software applications (CRIS, CRISSP, CIMS).
3. Work within a team environment demonstrating a shared responsibility to 'make a difference'.
4. Develop collaborative working relationships with a range of professionals to gain positive outcomes for children, young people, their families and community.
5. Liaise with DFFH's relevant programs and other relevant agencies regarding case planning for young people whilst always advocating for the best interests of the young people at all times.
6. Participate in after hours on call roster, where relevant.
7. 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.
8. Provide a high level of quality service and support to kinship carers.
9. Demonstrate practice procedures, as documented in program referral guidelines, practice and policy manuals, including DFFH program requirements for home-based care in Victoria, April 2014 are followed.
10. Provide appropriate cultural support to non-Aboriginal kinship carers who are caring for Aboriginal children.
11. Maintain regular visits to the children and young people in kinship care placements and engage in a meaningful manner.
12. As required organise and facilitate access between the children in the Targeted Care Packages program, kinship care placements, their parents or other family members.
13. Assess and identify children's needs using the Looking After Children framework and the resources needed to meet these needs as well as completing LAC documentation.
14. Provide information and advice over the phone to support carers in caring for Aboriginal children in complex situations.
15. Perform and complete any reasonable duties relevant to the position as requested by management.
16. Other duties as required.

Behavioural Capabilities

17. Act at all times to protect the right of the clients, including culture, confidentiality, privacy, individual choice and decision-making
18. 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)
19. Provide support and proactively engage with the clients and broader community
20. Establish and maintain relationships with clients, community and Rumbalara staff and team members

Administrative Capabilities

21. Attend staff meetings
22. Submit accurate timesheets and claim forms (if applicable) in a timely manner
23. Participate in service training programs as organised by Rumbalara and / or any other training to upgrade skills
24. Ensure that all statistical data / record-keeping and other documentation are completed and forwarded on time
25. Follow correct policy and procedure directions at all times
26. 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 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

In accepting this position, I hereby acknowledge and agree to the role and responsibilities as set out in the Position Description.

Accepted

Date:

Employee name:

Employee signature:

Approved

Date:

Manager name:

Manager signature:

Manager Details:

Name: Stacey Shields, Phone No. 0427775165 , Email: Stacey.Shields@raclimited.com.au

Executive Manager Details:

Name: Susan Williams, Phone No. 0488200970, Email: Susan.Williams@raclimited.com.au