



Position Description

Position Title:	Integrated Family Services Caseworker
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Location: 135 Kepler Street Warrnambool

Pay Rate: Annual salary range \$55,000 - \$58,000 p.a., depending on qualifications and experience. 9.5% superannuation, additional paid leave over Christmas / New Year shutdown period, 17.5% annual leave loading, and salary packaging

Award Classification: Level 3, Social, Community, Home Care and Disability Services Award 2010

Term of Contract: Ongoing employment, subject to funding

Reports To: Team Leader / Manager, Community Services

Hours of Work: 0.8 FTE – full-time, hours and days of week negotiable

Historical background

The Gunditjmara Nation starts at the South Australian border then goes to the foothills of the Grampians, to Pirron Yallock and Gellibrand; this covers the coastlines within these areas. There are many tribes within the Gunditjmara Nation; each tribe had their own identity, which was knowing where their boundary lines were on country. These were often recognised by creeks, rivers and small hills.

Gunditjmara people established permanent settlements thousands of years ago, revealing a deep, enduring connection to the land. The Gunditjmara people used the land's natural topography and features to establish permanent settlements and villages along the lava flow near creeks and lakes.

Gunditjmara people gathered food including eels from the rivers and shellfish from the ocean. Places such as Lake Condah, Tower Hill, Budj Bim, Deen Maar and the Framlingham Mission areas all significant cultural sites for Gunditjmara people that tell the story of our ancestor's way of life, culture and history.

Organisational background

Incorporated in 1982 Gunditjmara Aboriginal Cooperative is an Aboriginal Community

Controlled Organisation (ACCO) that provides a range of holistic community health and social support programs, principally to the Aboriginal community and other residents in Warrnambool and outlying areas. We work in close partnership with local government, other health service providers including other Aboriginal Community Controlled Organisations in the Western District of Victoria, liaising regularly on the provision of health service and social welfare and community support programs.

Overview of the Position

The Integrated Family Services (IFS) Program works in conjunction with disenfranchised families, providing support in a culturally appropriate environment. The program provides a contemporary approach to responding to vulnerable and at-risk children and their families, creating central referral points to a range of community based family services and supports within Victoria. The program aims to enable families to access services and supports when they need them, as well as build their capacity to support their children's healthy development.

The program works with Aboriginal and Torres Strait Islander families in the South West Victoria region, targeting families with children and young people aged between 0 and 18 years, requiring assistance to provide safe, nurturing and stable care for their children. The program assists parents build capability to meet child, youth and family's needs. The Integrated Family Services Program advocates for the needs of Aboriginal and Torres Strait Islander families, ensuring they benefit from improved access to services.

The role will work in highly flexible and innovative ways in order to meet the changing needs of families. Service provision will be child centred, strengths based and family focused, and will involve active engagement between families, workers and community.

Key Responsibilities

Working with Clients

- Support Aboriginal and Torres Strait Islander families utilizing a variety of interventions and frameworks including: the Best Interest framework, developmental theory, attachment and trauma theory, solution focused and task-centred models, mediation and practical and social support
- Enhancing family functioning through the provision of a child centred family focus
- Provide 1:1 counselling and family work to vulnerable Aboriginal children, young people and their families
- Engage with Aboriginal and Torres Strait Islander children, young people and families, using a variety of culturally safe relationship based engagement strategies including: assertive engagement, outreach, and persistence and pacing
- Case management including intake, assessment, case/care planning, case coordination, supported referrals, case reviews and case closure.
- Work with Child First, undertaking comprehensive assessments using the best interest framework
- Ensure children's safety, stability and developmental needs are being met
- Assisting in strengthening our community's capacity to provide safe and nurturing environments for our children and their families
- Provide a range of innovative and creative services to children, young people and their families

Networking and Collaboration

- Develop and maintain effective working relationships with a broad range of Aboriginal and Torres Strait Islander and mainstream services, across a variety of

sectors.

- Develop and maintain strong working relationships with Child Protection & Child First staff
- Network and collaborate with a broad range of child, youth and family services to ensure an integrated service response to children, youth and families in the program.
- Working collaboratively with the Department of Human Services (DHS) and other agencies.

Administration

- Maintain accurate, confidential and timely case-noting, record keeping, filing and general maintenance of client information; all client data is recorded on IRIS.
- Write reports and assessments adhering to best practice and professional standards

Other Duties

- Participate in a six monthly post-employment, and then annual performance reviews with the Manager, which includes developing a work plan for the next twelve month period
- Participate in and attend organisational meetings as indicated by the Manager, Community Services
- All staff are accountable for the effective and efficient achievement of the key responsibilities of their position
- Be familiar with and abide by the Gunditjmara Cooperative policies and procedures including Occupational Health and Safety, and the Code of Conduct
- Undertake professional development to increase skills and knowledge.
- Contribute material for Gunditjmara newsletters and social media
- Provide monthly reports on the activities and outcomes of work undertaken, including internal reporting
- Participate in the Continuous Quality Improvement process, and Risk Management programmes, and promote compliance with legislation and Gunditjmara policies
- Participate in Gunditjmara Aboriginal cultural awareness training
- Assist with and support internal and external audit processes
- Other duties as directed by the Operations Manager

Knowledge, Skills and Aptitude Required

- Knowledge of and affinity with Aboriginal and Torres Strait Islander culture, Community and community control
- Effective communication with Aboriginal and Torres Strait Islander Peoples
- Demonstrated ability to advocate on behalf of children, youth and families
- Demonstrated ability to engage with vulnerable families
- Well-developed interpersonal and communication skills including the ability to engage families, Elders and the Community in a collaborative process
- Ability to work effectively with Aboriginal organizations, government departments and community service organizations
- Sound administration, file management and IT skills
- Self-motivated and demonstrated ability to work independently with minimal supervision and within a team to achieve outcomes
- Demonstrated experience in case management, practice frameworks and models

relevant to working with vulnerable families

- Formal relevant qualification such as Youth Work, Social Work, Community Services etc. and /or substantial work experience and training

Child Safety

Gunditjmara is a Child Safe Organisation and is committed to the safety of children and protecting children from abuse. Pre-employment checks include:

- undergo and attain a satisfactory police check
- be in possession of a current Working With Children Check card
- be able to attain two satisfactory employment references including, attesting to your suitability to work with Aboriginal and non-Aboriginal children

Other Position Related Information

- A current Victorian Drivers Licence is required

Guidelines for Submitting Applications

Application deadline is 5.00 pm Sunday 15 July 2018. Specific queries about the role should be directed to Ashley Couzens, Manager, Community Services, 03 5559 1234, ashley.couzens@gunditjmara.org.au. All other queries and applications to Susan Kay, HR Coordinator: susan.kay@gunditjmara.org.au. Applications must include a covering letter, resume, 2 referees and how you meet the knowledge, skills and aptitude for the position (see above).