



Duty Statement

About BADAC

Members of the Ballarat and district Aboriginal community established the Ballarat and District Aboriginal Co-operative (BADAC) in 1979. BADAC delivers a comprehensive range of health, social, welfare and community development programs to local Aboriginal people. Since 1979, the organisation has grown considerably to a staff of 100 delivering a wide range of services, underpinned by Social Inclusion principles, which incorporate the following programs:

- Health and Home Care
- Social and Emotional Well-being
- Family Support
- Care Services
- Family Violence and Justice
- Early Years and Youth

BADAC is the Aboriginal Community-Controlled Organisation (ACCO) for the Ballarat and district area, covering 4 local government areas (LGAs). Our services are open to all members of the public, with priority given to our members. BADAC is focused on prevention and early intervention, always with a client-centred approach, to ensure that our clients are personally engaging in the development and nurturing of their own futures.

Our vision:

“Ballarat and District Aboriginal Co-operative exists to achieve self-determination for the Aboriginal community, enabling stronger families by ensuring equal opportunities in health, housing, education, employment and justice through a holistic and culturally relevant approach.”

Our Values:

Honesty
Accountability
Leadership
Culture
Excellence
Respect

The Opportunity

The Kinship Case Manager works to promote the safety, stability and development of Aboriginal and Torres Strait Islander children and young people who have been placed in Kinship Care through the intervention of Child Protection. This position will assist with the establishment, monitoring and support for kinship care placements, ensuring children’s development, safety and well-being and supporting connection to family, community and culture.

Support provided includes outreach, active engagement, case management, family work, and in-home carer support. In this role, the worker will need to have a good knowledge of the Child Protection and local community support system. Case notes, report writing and risk assessment are critical skills in the role. The Worker will need to be highly motivated and enthusiastic, have great interpersonal skills, and have a sound



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knowledge of Aboriginal culture and society and an ability to communicate effectively with Aboriginal people.

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| Position Title: | Kinship Case Manager |
| Responsible to: | Koorie Family Supports Services Manager |
| Salary: | SCHADs Award |
| Hours: | 37.5 hour per week |
| Status: | Full Time Ongoing |

1. Key Duties & Responsibilities:

- 1.1. Using the Best Interests framework, assess and support the ongoing safety and well-being of children and young people and develop case plans that ensure a child's development, long term stability, and that build a child's ongoing connection to culture, family and community.
- 1.2. Provide leadership and mentoring to the Out of Home Care Program to assist staff to assess and manage complex and vulnerable children and families. Support staff to integrate theoretical frameworks and trauma informed practice.
- 1.3. Provide leadership and role modelling in strengths based, child-centred, family focused and culturally attuned practice to Aboriginal children and their families involved with the Child Protection system.
- 1.4. Work constructively with children, carers and families; provide information, referral and interventions that enable the family to self-manage & to develop plans through a care team approach. The engagement of the child's family & extended family network in decision-making processes is a fundamental goal.
- 1.5. Build capacity and skills in carers and a child's family through education and skills development. Support the development of trauma informed responses from carers and the child's support network.
- 1.6. Support the Program Manager in ensuring program objective and policies are adhered too and compliance requirements are met. Contribute to program development.
- 1.7. Liaise with & maintain positive working relationships with other relevant organisations, particularly with Child Protection.
- 1.8. Keep appropriate records within the Looking after Children framework, maintain case records and develop and submit timely and considered court and quarterly reports on the progress towards Case Plan goals.



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- 1.9. Compile statistical data records of services provided and supply reports to BADAC Executive & DHHS as required.
- 1.10. Maintain strict standards of confidentiality & act at all times in a professional manner in accordance with the policies & procedures of the Ballarat & District Aboriginal Cooperative.
- 1.11. Engage in regular supervision, reflective practice and opportunities for planned professional development.
- 1.12. Carry out other duties as requested by the Program Manager and Chief Operating Officer.

2. Key Selection Criteria:

- 2.1. Sound knowledge and understanding of Aboriginal culture and values and the ability to communicate with Aboriginal Children and their families and a demonstrated ability to support Aboriginal people in their healing.
- 2.2. Skills in working with Aboriginal children, young people and their families to build strength and resilience.
- 2.3. A relevant tertiary qualification in Social Work, Community Services, Welfare or the willingness to work towards a qualification.
- 2.4. Experience & skills in risk assessment and intervention, child development and trauma informed practice.
- 2.5. Capacity to work effectively in a team and contribute to the goals of BADAC's Family Support Program.
- 2.6. Understanding of a range of parenting support & other intervention strategies.
- 2.7. Understanding of the Child Protection and Welfare system including services available to Aboriginal Children and families. Experience in collaboration with a range of professionals in a care team approach.
- 2.8. Highly developed interpersonal & communication skills including demonstrated ability to communicate effectively with a wide range of people, including families, government & community, health, education & welfare services.
- 2.9. Well-developed administrative skills including maintaining accurate files, case notes, assessments, computer data records & report writing.
- 2.10. A sound knowledge of the Children, Youth & Families Act 2005, including the information sharing provisions.

3. Other Relevant Information:

- 3.1. It will be a requirement to actively participate in general staff meetings & any other relevant forums, including staff development sessions.



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- 3.2. The incumbent will be required to adhere to BADACs compliance policy which includes:
- National Police Check
 - Working with Children Check
 - Must hold a current Victorian Driver's License.
- 3.3. BADAC is committed to the ongoing Professional Development of all its employees & encourages them to attend educational activities that will enhance the employee's ability to perform their tasks.
- 3.4. The employee will be required to sign a confidentiality agreement at commencement of employment.
- 3.5. BADAC is a Child Safe organisation and all employees are expected to adhere to our Child Safe Guidelines.
- 3.6. BADAC is committed to diversity in employment aiming to develop a workforce that reflects the diverse community that we operate in. We foster a workplace culture in which LGBTI employees feel included, safe and supported.