POSITION DESCRIPTION

Kinship Care Worker

Accountable to: Team Leader, Family Services Program

Conditions: Full time, 1.0EFT. Ongoing subject to funding and satisfactory work performance, determined through ongoing monitoring and formal performance appraisal.

Hours of Work: 38 hours per week, 9am – 5pm Monday – Fridays. Some out of hours work may be required

Award Classification: Social, Community, Home Care and Disability Services Industry Award 2010 [MA000100]; Level 4.

Salary: Salary dependent on qualifications and experience. 9.5% Superannuation, 17.5% Annual Leave Loading, Salary Sacrifice available.

Historical Background

The name Wathaurong (Wadda-Wurrung) is a recognised tribe (community) which consisted of some 25 clans (family groups) that formed part of the Kulin Nation of Aboriginal people.

The traditional boundaries of the Wathaurong people span the coastline from the Werribee River to Lorne peninsula and traverse inland in a north westerly direction towards Ballarat. The Wathaurong people have lived within these regions for more than 25,000 years.

As custodians of the Wathaurong lands, we are committed to working together to provide a secure future for our community by upholding the dignity of our ancestors; respecting our Elders and instilling a sense of cultural pride and belonging for our children and children’s children.

The Wathaurong Aboriginal Co-operative Ltd was formed by the community in 1978 and registered in 1980, to support the social, economic, and cultural development of Aboriginal people, particularly within the Geelong and surrounding areas.

The Co-operative provides a range of services including; family and community services, support to young people, justice support services; cultural heritage services, and health services. From time to time the organisation also undertakes special projects and economic development opportunities.

The Co-operative expanded to include a Community Controlled Health Service, which contributes toward addressing the inequality in health status of Aboriginal people. The Wathaurong Health Service supports the general well being of Aboriginal people by providing holistic health care with clinical and primary care services as well as health promoting activities.

Wathaurong Aboriginal Co-operative Ltd is the largest employer of Aboriginal people within the Geelong region.
Goals of Position

1. Provide advice and referral to carers and potential carers within the Kinship Care program.
2. To work collaboratively with children, youth, extended families and relevant professionals to establish and support Kinship Care Placements.
3. Ensure that the children maintain their cultural links to extended family and activities and the Wathaurong Cooperative.

Duties & Responsibilities

Case Management

- Work collaboratively with Aboriginal children, their families, the community and other approved professionals to ensure the best interests of the children are being met.
- Provide placement support for Aboriginal children in Kinship Care utilising the LAC (Looking after Children) framework.
- Liaise with DHHS Child Protection Supervisor regarding clients as required.
- Assist Kinship Carers to:
  - Resolve issues impacting on the carer’s capacity to meet the children’s ongoing safety, stability and developmental needs.
  - Become self-managing with minimal need for ongoing support.
  - Ensure that the children maintain a cultural connection to their families and extended community and the Cooperative and its services.
- Work respectfully with all relevant children, youth and families to ensure that services provided are culturally appropriate.
- Ensure that all services provided are delivered within the Aboriginal Kinship Care Placement Framework and Guidelines.
- Report writing for court related matters.
- Appear in court to present information about clients if required.
- Provide support to clients involved in court related matters including case conciliation.
- Organise and facilitate events for children and carers in the Kinship program (often inclusive of non-Kinship clients), including some overnight and extended events.
- Organise Care Team Meetings (CTM), Professionals meetings, provide information and support to the Community AFLDM convener around organising family meetings.
- Network professionally with schools, carers, community and other services to work holistically with children and carers.
- Actively contribute to permanent care panels in relation to children going into permanent care placements. Provide supporting reports and information around suitability of permanent care placements.
- Contribute to the completion of case reviews as directed by the DHHS supervisor and in collaboration with any DHHS workers.
- Internal reporting (monthly, quarterly and annually)
- Transporting Children and Carers to appointments, events and any activity that would be seen to positively contribute to a placement/placements.
- Use computer reporting systems (CRIS/P) to accurately record case notes and compile both physical and electronic files.
- Manage client spend and reflect spend through internal documentation and processes

Staff Meetings

- Organisational Staff Meetings as required
Position Description

Wathaurong Aboriginal Co-operative Ltd.

- Team Meetings

Other Duties

- Other duties as directed by the Team Leader and consistent with the overall goals and responsibilities of this position

Performance and Accountability Requirements

- Adherence to organisational goals, objectives, Policy and Procedures
- Participate in the Cooperative’s Continuous Quality Improvement Processes.
- Participate in relevant training for Kinship Care Workers as directed.
- Have a commitment to the support of a cohesive work team environment.
- Preparation of monthly Worker Report
- Regular debriefing and supervision with Team Leader
- Probationary and Annual Performance Appraisal
- Attendance at relevant Cooperative and Community activities.

Key selection criteria

**Essential**
1. A relevant tertiary qualification in Community Services, Social Work, Psychology, Early Childhood Specialist and/or related behavioural sciences at degree or diploma level and/or at least 2 years’ experience in providing support services to families and young children
2. Understanding of issues which affect Aboriginal families ability to provide safe and adequate parenting to their children
3. An understanding of factors which can affect inter-relationships between extended family members which can promote or impede their capacity to provide good care of a child.
4. Demonstrated ability to undertake Case Management with families, including assessment skills and skills in developing and implementing action plans, and maintaining comprehensive case notes
5. Excellent communication, literacy and computer writing skills
6. Demonstrated ability to work effectively and cooperatively as part of a team
7. Current Victorian Drivers Licence
8. Hold a current Working With Children’s check
9. Satisfactory completion of a Police Check.

**Desirable**
1. Identifies as Aboriginal and/or Torres Strait Islander

Confirmation and Agreement

Signing of this Position Description, confirms appointment to the Position and agreement of incumbent (Position Holder) to perform all duties and responsibilities as outlined above and in accordance with the requirements of this position.

**Position:** Kinship Care Worker
Position Holder:

Signature: _________________________________  Date:________________________

Signature: _________________________________  Date:________________________

 Belinda Foley
 Family Services Manager
 Wathaurong Aboriginal Cooperative Ltd

Signature: _________________________________  Date:________________________

 Rod Jackson
 Chief Executive Officer
 Wathaurong Aboriginal Cooperative Ltd