

Aboriginal Children in Aboriginal Care **- Administration and Program Support** **(0.6ft with increase to full-time in 2019)**

The opportunity

Aboriginal Children in Aboriginal Care is a new program commencing at Ballarat and District Aboriginal Cooperative (BADAC) for Aboriginal children and young people subject to a Child Protection order. Section 18 of the *Children, Youth and Families Act 2005* enables the Secretary of the Department of Health and Human Services (DHHS) to authorise the principal officer of an Aboriginal agency to undertake specified functions and powers in relation to a protection order for an Aboriginal child or young person.

Under the Aboriginal Children in Aboriginal Care program, authorised ACCOs will have the opportunity to actively work with the child's family, community and other professionals to develop and implement the child's case plan and achieve their permanency objective in a way that is culturally safe and in the best interests of the child. Aboriginal children and young people continue to be over represented in child protection and care systems. Actions to reduce the growth of Aboriginal children in care are required.

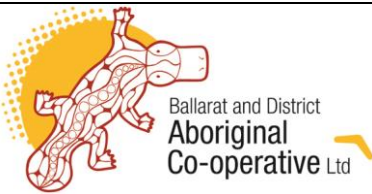
It is widely recognised that connection to culture, community and Country is fundamental to supporting the safety and identity of Aboriginal children who are subject to a protection order. Aboriginal Children in Aboriginal Care aims to:

- improve the support and decision making for Aboriginal children who have been placed on Child Protection orders
- maintain Aboriginal children's cultural identity and promote connection to family, community and culture
- support Aboriginal children to return home to parents or extended families where it is safe to do so, or support the identification of culturally safe alternative care
- maintain connection to Country for Aboriginal children.

The role

BADAC is seeking an efficient, proactive and positive Administration and Program Support Officer to assist the implementation and operation of our Aboriginal Children in Aboriginal Care Program. This position will initially commence at 3 days per week increasing to full-time as the full program is implemented. This position will report to the ACAC Program Manager and support the work of our Team Leader and 2 Case Managers. The role will also provide support to other programs in the Koorie Family Services directorate as required. This will be an interesting and varied role involving some client contact, process development and implementation, financial recording and data entry. This is a great opportunity to contribute at a grass roots level to positive outcomes for Aboriginal Children and their families.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.



About BADAC

The Ballarat and District Aboriginal Co-operative (BADAC) was established by members of the Ballarat and district Aboriginal community 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.

Position Title:	Admin & Program Support Officer – Aboriginal Children in Aboriginal Care
Responsible to:	Aboriginal Children in Aboriginal Care – Program Manager
Salary:	SCHADS Level 2-3
Hours:	22.5 hours per week on commencement
Status:	Fixed Term Contract – Ending Jan 2020

1. Key Duties & Responsibilities:

- 1.1. Provide effective case management and risk assessment children and their families engaged in the Aboriginal Children in Aboriginal Care program.
- 1.2. Together with the Team Leader, Program Manager and BADAC Executive team, implement the ACAC program operating procedures including the service delivery guidelines, practice frameworks, assessment tools and policies and procedures.
- 1.3. Exercise a wide range of legal delegations in accordance with the Children and Young Person's Act 2005 to ensure the safety and well-being of children and young people in BADAC's care.
- 1.4. Work in a culturally respectful way to ensure children, young people and their families are empowered to develop and maintain cultural connections.

- 1.5. Undertake complex casework with families and children who have experienced trauma and may present with challenging behaviors, including using culturally safe therapeutic approaches to heal and build resilience.
- 1.6. Ensure that effective administration is completed including: Case notes, data collection, reporting requirements etc.
- 1.7. Complete assessments, including assessments of risk and safety.
- 1.8. Prepare reports, present information and make recommendations to the Children's Court and other relevant courts and legal processes.
- 1.9. Build strong partnerships between the ACAC program and other BADAC programs and services, the Department of Health and Human Services and the broader community services sector.
- 1.10. Advocate on behalf of Aboriginal children and their families.
- 1.11. Maintain strict standards of confidentiality & act at all times in a professional manner in accordance with the policies & procedures of the Ballarat & District Aboriginal Co-operative. Complete other duties as required and requested.
- 1.12. Other duties as requested.

2. Key Selection Criteria:

- 2.1. Demonstrate passion for working toward best outcomes for Aboriginal and Torres Strait Islander children and their families and a commitment to Aboriginal Self-determination.
- 2.2. Demonstrated experience in a previous administration or program support role.
- 2.3. Strong administration and program support skills including confidence in a variety of computer applications including Microsoft Outlook, Excel, Word, Powerpoint and capacity to quickly learn new systems quickly.
- 2.4. Strong decision making and critical thinking skills – ability to work independently, solve problems, gather information and make recommendations.
- 2.5. High attention to detail including producing high quality written work including reports and meeting minutes and the development of processes to manage team workload.
- 2.6. Demonstrated time management and prioritisation skills with the ability to work independently to complete tasks on time and on target.
- 2.7. Excellent teamwork and interpersonal skills including a collaborative approach to working with the program staff, external agencies and clients including those with challenging behaviours.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

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.
- 3.2. The incumbent will be required to adhere to BADACs credentials policy which includes:
 - National Police Check
 - Working with Children Check
 - Must hold a current Victorian Drivers 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 organisations and all employees are expected to adhere to our Child Safe Guidelines.

I, the undersigned employee, understand & agree to perform the duties & responsibilities set out in this duty statement.

Employee

Signature: _____ Name: _____

Program Manager

Signature _____ Name: _____

Executive Manager of Family Support Services

Signature: _____ Name: _____

Chief Executive Officer

Signature: _____ Name: _____

Date: _____

