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# Position Description

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## Kinship Care Worker

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### Winda-Mara Aboriginal Corporation

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Winda-Mara Aboriginal Corporation (Winda-Mara) is a community controlled organisation located in South West Victoria with offices in Heywood and Hamilton. Winda-Mara was established in 1991 as a result of members within the community wanting to provide better health, education and employment opportunities for Aboriginal and Torres Strait Islander people living in the area and has a membership base of over 200 members.

Winda-Mara employs over 75 people and has a key focus to provide opportunities for Aboriginal and Torres Strait Islander people to participate and access culturally appropriate services. Winda-Mara believes that culturally appropriate services will ensure a balanced approach, by working with people, rather than for people will provide equality and self-determination. Winda-Mara provides a range of services to Aboriginal and Torres Strait Islander people and their families across Heywood, Hamilton, Portland and surrounding areas over a number of programs: Land Management, Family Services, GP Clinic and Allied Health, Health Promotion and Prevention, Community Wellbeing, Culture and Tourism, Governance and Administration and Kinship Care and Support.

*Our Vision: "That Winda-Mara Aboriginal Corporation is recognised as a progressive leader and a catalyst for positive change enabling Aboriginal people in Victoria's far south-west to lead fuller lives".*

Our Vision will be achieved by focusing on four themes and these are:

*"People" "Organisation" "Country" "Culture"*

*"Mara" "Kooyoorn" "Meerang" "Culture"*



Position: Kinship Care Worker

Reports to: Family Services Manager

Classification: Social, Community, Home Care and Disability Award 2010

Location: 18 Kenna Avenue, Hamilton, Victoria, 3300

Hours of Employment: 38 hours per week, Full Time

Enquiries to: Shae Ailey, Family Services Manager, on 5527 0078 or [shaeailey@windamara.com](mailto:shaeailey@windamara.com)

Applications addressing the Key Selection Criteria to: Shannon Gaita, People and Culture Assistant, PO Box 42, Heywood, Vic, 3304 or [shannongaita@windamara.com](mailto:shannongaita@windamara.com)

Applications close: Tuesday 10<sup>th</sup> March 2020.

### Primary Purpose of Position

- The purpose of this position is to work with our Carers to ensure placement is established, supported and monitored in a culturally appropriate manner to ensure the safety and needs of the child are being met and to aid Carers to build on their informal supports and community to provide age appropriate care and experiences for the child. This position will also assist in finding extended family and family connections to provide the best care for children unable to live with their parents.

### Key Responsibilities

- Case manage Kinship Care clients and families
- Support Kinship Carers
- Structure and implement avenues for Respite Care
- Assist clients and families with integrating cultural appropriate practices that promote strength and resilience
- Liaise with community and government organisations in a professional and productive manner
- Assess, record and report contact and case notes on specific databases ie IRIS, CRIS, CRISSP, Infoxchange
- Attend meetings and workshops
- Actively contribute to the development and implementation of unit policies, procedures and forms
- Complete all reporting requirements
- Attend relevant training sessions
- Other duties as required within the scope of this role and coordinated through the Family Services Manager.

## Key Selection Criteria

- Sound knowledge and understanding of local Aboriginal Culture, values, needs, issues and the ability to effectively communicate with Aboriginal community/people
- Demonstrated ability to support others positively and proactively
- Demonstrated knowledge and/or extensive experience in the Family Services, Child Protection or Out of Home Care areas
- Experience or knowledge of Respite Care
- Highly developed skills and experience in the provision of case management to families and their children to assist promoting positive change
- Demonstrated ability to provide case management around implementing the Looking After Children (LAC) Framework for children in Out of Home Care environments
- Ability to develop and maintain relationships with internal and external stakeholders
- Good written and verbal communication skills
- Ability to work in a team environment
- Excellent computer skills.

## General Terms of Employment

- All employees agree to abide by Winda-Mara's Policies and Procedures and Code of Conduct
- All employees agree to act in a safe manner to provide a safe working environment
- All employees agree to participate in an Annual Performance Review and any other review processes
- Winda Mara will support employees to successfully perform their role through training and other support as appropriate.
- Attend and participate in team/divisional activities, meetings, and day to day work activities demonstrating respect and consideration for individuals and their experiences and expertise
- Communicate constructively to other team members and/or company employees
- Be aware of and communicate to other employees' opportunities for improvement in processes, practices or procedures
- Actively work with and support other team members and/or employees to achieve organisation's goals.

## Conditions of Employment

- Victorian Drivers Licence
- Ability to obtain a National Police Check
- Ability to obtain a Working with Children Check