



VICTORIAN ABORIGINAL CHILD CARE AGENCY CO-OPERATIVE LIMITED

ABN 44 665 455 609

139 Nicholson Street, East Brunswick VIC 3057

PO Box 494, Northcote Plaza, Northcote VIC 3070

Tel: (03) 8388 1855 Fax: (03) 8388 1898

Email: vacca@vacca.org

Website: www.vacca.org

JOB DESCRIPTION

Position: LINK-UP VICTORIA – CASEWORKER / COUNSELLOR

Salary: SACS awards

Report to: Co-ordinator, Casework, Supervision and Groupwork

Information Contact: Bev Murray, Program Manager, Link-Up Victoria

Background

The Link-Up Program aims to assist Aboriginal and Torres Strait Islander people (*Stolen Generations*) separated as a result of past laws, practices and policies of Australian Governments, to trace and be reunited with their families. The Caseworker / Counsellor position supports this aim, by:

- Case managing the family tracing and reunion process.
- Providing professional counselling to individual clients and families during the research, reunion and post reunion processes.
- Providing community information, education and awareness about the effect of the Stolen Generations and the services available through Link-Up Victoria.
- Addressing the specific needs of clients in accordance with cultural values, customs and expectations.

1. DUTIES

- 1.1 To undertake research and investigations to guide and direct the family tracing and reunion process.
- 1.2 To provide ongoing emotional support and guidance to the client, e.g. in accessing records, during the reunion process and post reunion, etc.
- 1.3 To document and assess client's history, knowledge and information and develop an emotional wellbeing care plan with and for each client, ensuring client confidentiality throughout this process.

- 1.4 To provide a counselling to clients during the tracing, reunion and post reunion processes around trans-generational grief, trauma and relationship counselling etc.
- 1.5 To provide counselling including family therapy to family members involved in the reunion and post reunion processes.
- 1.6 To make referrals to appropriate external, specialist counselling or other social and emotional wellbeing services as required.
- 1.7 To provide clients with a general knowledge and understanding of the possible differences in cultures, lifestyles and expectations.
- 1.8 To negotiate and liaise with other Link-Up services in the tracing and reunion process and establish a network of professional psychologists, psychiatrists, traditional healers, and other non government organisations, and other services where required.
- 1.9 To provide outreach services to clients and community living across the state of Victoria, including clients living in correctional institutions.
- 1.10 To facilitate reunions including the development of a reunion plan and accompanying client's to the reunion.
- 1.11 To promote Link-Up Victoria and raise community awareness of related social and emotional issues by:
 - Participating in outreach service delivery of community education sessions and forums.
 - Promoting community awareness and education about the history and social, emotional and health impacts of forcible removal.
 - Participating in national networks, conferences and other relevant taskforces.
- 1.12 To contribute to the effective delivery of the Link-Up service by:
 - Maintaining paper based and electronic client records.
 - Keeping accurate counselling notes.
 - Ensuring secure management of all programs files and compliance of relevant privacy legislation and VACCA policies.
 - Adhering to the Link-Up Victoria policies and procedures manual.
 - Adhering to the OATSIH Counsellors Program Manual for Bringing Them Home and Link-Up Services.
 - Maintaining a referral list of other relevant health professional.
- 1.13 To assist with group based activities including healing camps, healing support workshops, family therapy and group counselling activities.
- 1.14 To participate in ongoing professional development, external professional debriefing, professional supervision and cultural mentoring.
- 1.15 To undertake other duties as directed.

2. KEY SELECTION CRITERIA (Qualifications, experience, skills, abilities and knowledge). Applicants will possess:

- 2.1 A sound knowledge and understanding of Aboriginal culture, history and the issues of the Stolen Generations.
- 2.2 Experience and ability to work with Aboriginal organizations and communities and have a proven ability to effectively communicate with Aboriginal people.
- 2.3 Experience and an ability to undertake research and investigation and gather information from multiple sources.
- 2.4 Ability to provide emotional support and professional counselling services.
- 2.5 A sound knowledge of the services of the Link-Up Program, its purposes and external linkages.
- 2.6 Well developed written and oral communication skills and the ability to prepare standard reports.
- 2.7 Ability to work as part of a team and prioritise workload.
- 2.8 Ability to undertake effective case management.
- 2.9 A formal tertiary or vocational qualification in counselling, family therapy, psychology, social work, mental health or a related area or a willingness to obtain a qualification.
- 2.10 The ability to travel across Victoria to deliver education sessions and information forums.

3. CONDITIONS OF EMPLOYMENT

- 3.1 This position is for 38 hours per week. In order to perform the duties of this position effectively you may be required to work additional hours or vary your working times, on any day of the week, as appropriate and necessary from time to time. There is no paid overtime.
- 3.2 You will be employed at the VACCA office.
- 3.3 Terms and conditions of employment shall be disclosed in a Contract of Employment to be entered into by VACCA.
- 3.4 Employment is only for 12 months, salary to be negotiated in accordance with the SACS award.
- 3.5 The Caseworker/Counsellor will be required to undergo satisfactory pre-employment checks, including 3 professional referees, completion of a pre-existing injury/disease declaration, a criminal records check, working with children check and proof of identity and qualifications.

- 3.6 The successful applicant will initially be employed for a probationary period of 3 months. During this period, either party can terminate employment with one week's notice. A probationary review before 3 months will be undertaken.
- 3.7 The successful applicant must possess, and continue to hold, a full Victorian Driver's Licence, which must be sighted.
- 3.8 Under Victorian WorkCover legislation, it is the applicant's duty to advise VACCA of any pre-existing medical condition, which could be aggravated by the type of employment they are applying for. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However, failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
- 3.9 VACCA has a smoke-free workplace policy.

Aboriginal and Torres Strait Islander people are encouraged to apply. Please contact on 03 8388 1855 for a copy of the job description and selection criteria. Applications close on 24/6/11.

APPLICANTS MUST ADDRESS THE KEY SELECTION CRITERIA.

Applications in writing to: Ms Muriel Bamblett
Chief Executive Officer
Victorian Aboriginal Child Care Agency
PO Box 494
Northcote Plaza Northcote. 3070
or fax/email on: (03) 8388 1898 / vacca@vacca.org

APPLICATIONS CLOSE: 24th June 2011