



Kinship and Contracting Case Manager

POSITION DESCRIPTION

Unit	Family Services
Reports to	Kinship and TCP Team Leader
Direct Reports	NIL
Hours of Work	2 positions available, both 38 hours per week
Employment Type	1 x permanent full-time, 1 x maternity leave fixed term
Award	Social, Community, Home Care and Disability Award 2010
Classification	Social & Community Services Employee Level 3
Remuneration	As per award classification with pay point dependant on relevant qualifications and experience
Salary Packaging	Salary packaging benefits are offered to part-time and full-time employees.
Location	Flexible either Hamilton or Heywood
Probationary Period	A six-month probationary period will apply to new employees

1. PRIMARY PURPOSE OF POSITION

The Kinship and Contracted Case Manager plays a pivotal role in empowering extended family networks to provide safe and supportive care for children who are unable to live with their biological parents.

This position focuses on facilitating optimal kinship care arrangements, meeting the developmental needs of children through consistent support, life skills development, and community-based resources.

The goal is to reduce formal intervention from services like the Department of Families, Fairness, and Housing (DFFH) Child Protection (CP), while ensuring that children thrive in a safe, nurturing environment.

This role also works closely with CP to ensure that families are supported to work within legislative and court systems for statutory involvement.

This role also involves working with children who have experienced complex trauma, helping parents understand safety concerns, and supporting them in achieving their goals for reunification and strengthening their parental capacity.

2. KEY RESPONSIBILITIES

Kinship Carer Support

1. Provide guidance and assistance to kinship carers to enable them to deliver age-appropriate life skills and experiences for children in their care.
2. Support carers in managing the complex needs of children with trauma histories, ensuring the child's emotional and developmental wellbeing
3. Conduct assessments of family needs and identify necessary services and resources.

Trauma-Informed Care

4. Work closely with children who have experienced complex trauma, implementing trauma-informed strategies to support their healing and resilience.
5. Provide resources and tools to carers to help them manage the child's trauma-related needs.

Parental Support

6. Work alongside biological parents to support their understanding of protective concerns.
7. Develop personalised service plans and assist families in achieving goals for reunification.
8. Facilitate the development of parenting skills and enhance parental capacity to provide a safe and nurturing environment for their children.

Advocacy

9. Hear the children's voices and advocate for their best interest throughout all aspects of your role.

Effective Communication with Carers, Parents, and DFFH

10. Demonstrated ability to communicate clearly and professionally with a range of key parties including but not limited to kinship carers, biological parents and extended families, external agencies such as DFFH (Department of Families, Fairness, and Housing) and CP.
11. Ability to provide regular updates, share key information, and ensure all stakeholders are informed.

Reporting and Documentation

12. Experience in completing detailed, accurate, and timely reports and case notes, maintaining high standards of documentation.
13. Proficient in using case management databases such as CRIS (CP Information System) and CRISSP to record case notes and reports.
14. Provide comprehensive report

Commitment to Ongoing Professional Development

15. Willingness to participate in relevant training and information sessions to enhance knowledge and skills, ensuring high-quality service delivery.
16. A proactive approach to professional growth and staying informed of current practices and policies in CP and Kinship Care.

Cultural Awareness and Child/ren's Cultural Connection

17. Sound understanding of the importance of cultural connection for children in care, with the ability to ensure that children's cultural needs are respected and supported.
18. Experience in supporting children and families from diverse cultural backgrounds and promoting cultural identity and inclusion.

Flexibility and Additional Duties

19. Willingness to take on additional duties as required by the role, ensuring that the scope of work aligns with the needs of the children, carers, and the broader team.
20. Ability to respond to emerging needs and assist with various tasks as coordinated through line management.
21. Progressive and creative thinker to ensure that the need of the child is prioritised.

3. WINDA-MARA VISION AND VALUES

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.

"Mara"
People

"Kooyoorn"
Organisation

"Meerang"
Country

"Culture"
Culture

OUR VALUES

Our values and behaviours prepares us for sustainable success with our vision, our communities and each person.

Professionalism	Acting and practicing in a cultural, ethical, respectful, and inclusive manner.
Responsiveness	Responding in a timely, engaging, respectful and culturally appropriate manner.
Empowerment	Building, strengthening and empowering individual and community decision making.
Partnership	Creating better client outcomes through strong partnerships.
Accountable	Responsible monitoring and reporting systems ensuring transparent and accountable service delivery.
Respect	Respect for those clients, work colleagues, community members and others that we meet and work with each day.

Effectiveness	Effective 'results orientated' services meeting the needs of the community.
Social Justice	Providing justice, equity, social equality, and human rights.

4. SKILLS, EXPERIENCE AND KNOWLEDGE (KEY SELECTION CRITERIA)

1. Sound knowledge and understanding of local Aboriginal Culture, values, needs, issues and the ability to effectively communicate with Aboriginal community/people
2. Experience or knowledge of Family Services, CP, and the Out of Home Care (OoHC) system.
3. Knowledge of community engagement activities that promote cultural identity and connection.
4. Demonstrated ability to provide case management, implementing the Looking After Children (LAC) Framework and ensuring child/rens best interest, for all children in out of home care.
5. Highly developed skills and experience in the provision of case management to families and their children to assist promoting positive change.
7. Knowledge and/or experience in the application of social work theory/approach, to support a range of responses/communication with children, youth and families.
8. Strong communication skills and ability to work independently and within a team setting.
9. Ability to develop strong, professional relationships with all internal and external stakeholders
10. Knowledge of, and experience in the application of relevant theoretical approaches, and a range of appropriate service responses to children, youth and families
11. Understanding of Children's Court Orders and CP systems

5. POSITION REQUIREMENTS

Y	Current Drivers License
Y	Ability to obtain and maintain a National Police Check
Y	Ability to obtain and maintain a Working with Children Check
N	This position is not a designated Aboriginal and Torres Strait Islander specific position, however Aboriginal and Torres Strait Islander people are strongly encouraged to apply.
Y	After hours and weekend work may be required
Y	Pre-employment declaration
Y	All positions are subject to funding

6. GENERAL TERMS OF EMPLOYMENT

All employees are to:

1. Abide by Winda-Mara's Policies and Procedures, Values and Code of Conduct.

2. Act in a safe manner to provide a safe working environment.
3. Participate in an Annual Performance Review and any other review processes.
4. Participate in training and other support as appropriate.
5. Attend and participate in team and divisional activities, meetings, and day to day work activities demonstrating respect and consideration for individuals and their experiences and expertise.
6. Communicate constructively to other team members, company employees, clients and members.
7. Communicate and participate in improvements to processes, practices and procedures.
8. Actively work with and support other employees to achieve organisation's goals.
9. Disclose any pre-existing injury/injuries and/or medical condition/s, which could be aggravated by the type of employment they are applying for. The existence of an injury/injuries and/or medical condition/s will not preclude the applicant from employment unless they are unable to perform the inherent requirements of the position. However, failure to disclose any relevant information may affect a claim for Worker's Compensation.

**In your application, please state which position you are applying for.
(Permanent full-time or Maternity fixed-term)**

Please forward your application for this position to peopleandculture@windamara.com