



POSITION DESCRIPTION

Position	Residential Care House Manager
Reports to	Residential Care Program Manager
Direct Reports	Residential Care Workers (Full Time, Part Time & Casual)
Status	Full time (38 hrs p/wk) –
Location	West Metro, North Metro and Traralgon

BACKGROUND

The Victorian Aboriginal Child Care Agency (VACCA) is the largest organization of its kind in Australia. VACCA is an Aboriginal community-controlled organization that supports and advocates for the Aboriginal community. Our strength lies with our people. Our team is committed to the organisation's vision and values; advocates for our children and other vulnerable community members; and shows respect for, observance and compliance with Aboriginal cultural protocols, practice and ceremony. Our Aboriginality is what distinguishes us from mainstream services and what enables us to deliver the positive outcomes we achieve for our people.

VACCA employs over 600 staff and delivers more than 70 programs across the state. VACCA's experience and expertise in the delivery of therapeutic interventions are underpinned by culture, connection, and healing. VACCA designs, develops and delivers programs with self-determination and an understanding that the intergenerational trauma experienced by our community requires intergenerational and community healing.

Central to VACCA's work is the importance of connection to family, community and culture as essential to Aboriginal children's safety, stability and ensuring that they have an ongoing sense of belonging. As Victoria's largest Aboriginal child welfare agency, VACCA will play a key role in the process of transitioning the care and case management of Aboriginal children from government and non-Aboriginal organisations to Aboriginal community-controlled organisations following the recent decision of the Victorian Government.

VACCA is implementing cultural therapeutic ways which is an agency wide framework that underpins our work with the community, our clients and staff

OUR VISION

Aboriginal self-determination - Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.



PROGRAM AREA

The Aboriginal Therapeutic Residential Care Program operates from a Trauma informed framework. It utilises current best practice developed from Trauma, Relational and attachment theories. The program works on the premise that connection to cultural is a powerful factor in healthy identity formations and ongoing healing and recovery from Trauma. The program framework recognising the impact of ongoing intergenerational trauma, racism and other forms of cultural abuse which Aboriginal children and their families have suffered.

The program aims to provide a culturally safe, nurturing and healing home environment for the children, meeting the children's individual needs using a culturally therapeutic approach. The child's Aboriginal identity, rights and connection to their family, land, and community are privileged.

The cultural foundation for the program has the following components; Cultural Safety, Cultural Rights, Cultural Responsibilities, Aboriginal understanding of family and kinship structure, Aboriginal understandings of culture as resilience. As well as this the program seeks to comply with the Best Interests Principles, and the Aboriginal Child Placement Principle.

The Therapeutic foundation has reference to the work of James Anglin, Dr Bruce Perry, Daniel Hughes, Van der Kolk, Dr Allan shore and Dr Dan Siegel and Dr Judy Atkins.

POSITION SUMMARY

The Residential Care House Manager will be responsible for overseeing the day to day running of the Residential Care placement. The position will be based within Melbourne's Metro area.

The Residential Care House Manager will engage with the children and young people to develop a nurturing, positive relationship and to assist each child to deal with their trauma-based responses to life in a way that promotes healing, emotional growth and development of positive attitudes and life skills.

KEY RELATIONSHIPS

Internal: Stakeholders include the clients, Executive Manager, Program Managers, Case Managers, Cultural Support Workers, Residential Care workers, Therapeutic Specialists and Administration support.

External: DHHS, children's school and education staff, medical and health practitioners, legal representatives and other community organisation with whom the children are involved.

KEY SELECTION CRITERIA

- Demonstrated understanding of, and commitment to, the values that underpin VACCA' vision and purpose and the capacity to take a leadership role in championing these internally and externally
- Demonstrated awareness and appreciation of Aboriginal societies and cultures, and commitment to continually build knowledge of such, along with a high level of awareness of the key issues which impact upon Aboriginal communities
- Demonstrated experience in working and engaging with Aboriginal families and children/
Demonstrated experience in child and family sector



- You must have and continue to hold a full Victorian Driver's Licence and a current employment working with children check card.
- Commitment to VACCA's vision and purpose.
- Awareness and appreciation of Aboriginal societies and cultures and an understanding of the issues affecting Aboriginal people in contemporary Australia and the diversity of circumstances of Aboriginal people.
- A relevant qualification, in line with Residential Care minimum standards, and/or be willing to undertake relevant study.
- Sound knowledge and understanding of Aboriginal culture and values and the ability to effectively communicate with Aboriginal children and their families.
- A demonstrated ability to contribute to Aboriginal children's emotional, physical, psychological and cultural development.
- A proven ability to work with Aboriginal children with a range of complex and diverse needs.
- An ability to respond therapeutically to Aboriginal children's pain-based behaviours indicating an understanding of the impact of trauma and disrupted attachment on children.
- Knowledge of the complexity and issues in the provision of Therapeutic Residential Care.
- Ability to build, lead and maintain a small team, as well as participating in larger teams
- Ability to provide supervision to staff and conduct staff appraisals.
- Sound organizational and planning skills.
- Ability to participate pro-actively and openly in the therapeutic team including the ability to give and receive feedback in a constructive, respectful manner.
- Well-developed oral and written skills and an ability to advocate for Aboriginal children
- Ability to work collaboratively with child protection workers, schools, police and Aboriginal and mainstream organizations.

POSITION ACCOUNTABILITIES

CASE MANAGEMENT

- Ensure that the daily needs of the children are met using the Looking After Children framework, and in accordance with the Best Interests Case plan for each child.
- Ensure that the children are engaged with in a therapeutic manner in accordance with each child's Individual Therapeutic Treatment Plan
- Ensure involvement of the children in age- appropriate decision-making in relation to themselves and that they are fully aware of their rights
- Ensure that the household tasks are managed efficiently and residential care staff maintain a professional practice
- Ensure the Case Manager, parents/family and statutory authorities are advised on any significant developments relating to the young person's care, safety and well-being
- Ensure that residential care staff participate in Care Team Meetings regarding each child, and complete LAC records

STAFF

- Provide leadership and direction to staff in the group home
- Provide regular supervision and support to staff



- Ensure that the group home is adequately staffed at all times in accordance with the agency's therapeutic model
- Assist with the recruitment and orientation of new residential care staff
- Support staff following critical incidents
- Ensure staff complete all HR documents as needed e.g. timesheets, leave forms, and other applications
- Liaise with Executive Manager and Program Managers regarding any significant practice issues or potential disciplinary matters relating to residential care staff

MANAGEMENT/ADMINISTRATION

- Manage the staff roster of the group home and report any difficulties with the roster to Executive Manager
- Ensure compliance with the agency's policies and procedures
- Ensure all administrative requirements of the program are completed such as case notes, Incident Reports, car log sheets, handover sheets etc
- Establish clear reporting systems for staff and ensure that they are understood and followed.
- Ensure all staff are proficient in the use of CRISSP and that case notes are recorded on CRISSP
- Ensure accurate financial records are kept in relation to petty cash, pocket money, household shopping and other purchases
- Identify and manage the maintenance requirements of the group home.
- Participate in the On Call Service as required

TEAM PARTICIPATION/SUPPORT/TRAINING

- Facilitate regular house meetings for Residential staff
- Facilitate and assist staff to conduct daily meetings with the children
- Participate in VACCA Staff and Leadership meetings and any other meetings as requested
- Ensure new staff are inducted and receive training as required.

FIRE SAFETY AND OCCUPATIONAL HEALTH AND SAFETY

- Be responsible for all staff completing and updating required DHS Fire Safety Training in a timely manner.
- Be fully aware of and ensure compliance with responsibilities and requirements of the OH&S legislation, regulations and policy and procedures as they relate to residential care.
- Report all hazards, incidents and injuries in accordance with the legislation and DHS reporting requirements.
- Participate in programs and assessments to improve safety in the workplace.

QUALITY IMPROVEMENT PROCESSES

- Participate in the ongoing process of quality improvement by being familiar with the relevant CSO Registration Standards and working towards compliance of the standards, particularly for Out of Home Care.
- Actively participate in any evaluation of the Aboriginal Therapeutic Residential Care Program.
- Ensure Aboriginal culture is embedded throughout all aspects of the program to ensure cultural safety in all activities.
- To be responsible for maintaining and updating knowledge in relation to relevant legislation, policies, processes and templates, both internally and externally of the organisation.
- The incumbent is also responsible for guiding staff within their Program/s to embed these frameworks in to their practices.



VACCA
Connected by culture

- Ensure awareness and compliance by self and staff to Client Services policies, including cyber safety, substance abuse in out-of-home care, responding to children and young people with trauma related behaviour, responding to problem sexual behaviour, restraint and critical incidents.

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and VACCA policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day to day work in order to meet the organisation's audit, contract and registration obligations.
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

OTHER

- Participate proactively in team project initiatives
- Support other team members in periods of high demand and during periods of absence.
- Participate in project groups and attend events
- Undertake other duties as directed

ADDITIONAL INFORMATION

We are committed to Aboriginal self-determination and supporting strong, safe, thriving Aboriginal communities and aim to ensure every individual is treated with dignity, honouring all cultural backgrounds, abilities, ethnicities, sexual orientations, gender identities and spiritual beliefs.

VACCA is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement.

VACCA is an equal opportunity employer and has a smoke-free workplace policy.