

## POSITION DESCRIPTION

<b>Position</b>	Executive Manager - Southern VACCA
<b>Reports to</b>	Director of Client Services
<b>Direct Reports</b>	<b>6 positions report to the position</b>
<b>Status</b>	Full time (38 hrs pw)
<b>Location</b>	Southern Region

## 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

VACCA Client Services deliver a range of community service programs for the Aboriginal community of Melbourne's Metropolitan area. Our programs are across the spectrum of community services but uniquely work together in an integrated way to bring the best outcomes for the Aboriginal community. Our services work towards self-determination and healing of the Aboriginal community by embedding culture and strengthening the safety and well-being of vulnerable community members, particularly children.

The Southern VACCA Programs provide a range of programs across a continuum of support ranging from early intervention & prevention work to the provision of both secondary and tertiary services. This include programs in: Community Support Services; Playgroups; Homework Club; Family Services Cradle to Kinder, Stronger families, Aboriginal liaison worker to Child FIRST; AFLDM; Out of Home care: Foster Care, Kinship Care and Cultural Support Program. The number and type of programs may vary depending upon funding and a range of other factors.

## POSITION SUMMARY

The Executive Manager has overall responsibility for Southern VACCA Programs and is a member of VACCA's Executive and works closely with the Director, Client Services and other Executive Managers and Program Managers and is expected to be able to work both independently and collaboratively. As an active member of the Executive Team, the Executive Manager is expected to play a major role in ensuring the organisation's vision, goals and annual priorities are achieved and that our organisational values are promoted and celebrated across the whole organisation.

## KEY RELATIONSHIPS

*Internal:* Executive Managers, Director of Client Services, Program Staff, Program Managers, Executive Director Strategy and Services, Finance, Human Resources

*External:* The Local Aboriginal community and various local Aboriginal networks; Department of Health and Human Services; Victoria Police; mainstream community sector organizations and other stakeholders, government departments, philanthropic trusts and foundations

## 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 leadership and management at a high level.
- Significant experience managing programs that support vulnerable Aboriginal people.
- Extensive experience in the child and family services field or a related area and a sophisticated understanding of current issues and awareness of future directions.
- Highly developed analytical and conceptual skills and the ability to plan, implement and review services.
- Excellent interpersonal and communication skills; the capacity to liaise and negotiate with funding bodies and other agencies; and the capacity to promote and represent VACCA in the community.
- Demonstrated commitment to the provision of high-quality services and a culture of continuous learning.
- Demonstrated ability in time management, organisational skills and well-developed problem-solving skills.
- Demonstrated understanding of the values that underpin the organisation and the capacity to promote and represent VACCA in the community.
- Ability to work within a regulatory framework and ensure compliance requirements are met
- Proven Experience in
  - o People Management
  - o Risk Management
  - o Budget Management

## QUALIFICATION

- Experience in child & Family services and/or Graduate qualification in Social Work or related discipline is essential.
- Post Graduate qualification is desirable.

## REQUIREMENTS

- You must have and continue to hold a full Victorian Driver's Licence and a current employment working with children check card.

## POSITION ACCOUNTABILITIES

- To enhance VACCA's capacity to deliver on its lead agency functions and obligations as they relate to Out of home Care and Family Services.
- To ensure that Southern VACCA meets all accreditation requirements.
- To ensure Southern VACCA programs meet legislative responsibilities, comply with legislative frameworks and that appropriate accountabilities are met and reported on regularly.
- To ensure that all Southern VACCA programs are well planned, operating smoothly and have the capacity to be monitored and reviewed to maximise their delivery, quality, effectiveness and efficiency.
- To provide executive direction to the overall operations of Southern VACCA programs from program development, to planning and performance to monitoring and evaluation.
- To ensure the provision of a range of high-quality responsive services through appropriate policy and program development, supervision, support, professional development and staff appraisal systems.

- To enhance the strategic capacity of the organisation to take opportunities for policy and service development and manage change in a constructive manner.
- To ensure that VACCA's programs are developed within the context of need by monitoring demand for service, liaison with key staff and identifying areas where change is needed.

## OTHER:

- To take responsibility for the financial performance of Southern VACCA, participate in the development of annual and program budgets with relevant staff, monitor expenditure and develop financial strategies to ensure that programs are managed within budget.
- To assist in obtaining the physical and financial resources necessary for the provision of high-quality services.
- To ensure that the Director of Client Services is advised about all significant issues.
- To manage growth and any loss of services and in conjunction with the VACCA Executive team develop specific change management strategies as necessary.
- To fully participate in the Executive Management Team in leading VACCA Client Services
- To provide bi-monthly reports to the Director of Client Services and other reports as required.
- To contribute to best practice within VACCA through participation in cross program forums, high risk client meetings etc.
- To keep abreast of relevant theoretical, legislative and policy developments and ensure VACCA is represented in related forums
- To consult with appropriate VACCA staff as required

## 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.