



POSITION DESCRIPTION

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| Position- | Team Leader – Cultural Support Planning (CSP)/Aboriginal Family Led Decision Making (AFLDM) and Koori Cultural Placement & Support Program (KCP&SP) |
| Reports to- | Senior Program Manager |
| Direct Reports- | Caseworker x 6 |
| Status- | Full Time (38 hours per week) |
| Location- | Based at Preston Office |

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 SUMMARY

This Team Leader role is responsible for the management and effective delivery of the program mentioned above, ensuring that they meet the outcomes and KPI's as set out in their individual service agreements. The Team Leader will provide regular supervision to staff and provide support at meeting where needed plus complete reporting requirements for each program as required.

The Team Leader will report to the Senior Program Manager as well as contribute to a larger management group. Liaise and develop external working relationships and maintain strong partnerships with Child Protection, Aboriginal and non-Aboriginal services.

POSITION SUMMARY

The Team Leader role is a vital Leadership role. The role involves managing up to six Caseworkers in the CSP, AFLDM and KSP&SP programs. In addition, the role works closely with the Operations Manager/ Senior Program Manager, to ensure intake and referrals processes are managed, with the various stakeholders and community organisations referral pathways.

The role must engage with Internal and External stakeholders including Child Protection across a number of Divisions and a range of Aboriginal Organisations.

This role must demonstrate a highly developed understanding of the issues that impact on Aboriginal people and to work from a cultural perspective.

KEY RELATIONSHIPS

Internal: All client support services including; education support, Art mentoring, FV Therapeutic supports (counselling and groups) programs, Playgroup, ALFDM, Foster Care (for respite support), Emergency Relief, Wilam Homelessness, Koori Families as First Educators, etc

External: Aboriginal families and community, Aboriginal Organisations, VAHS, Housing Services, Education Institutions (Child care, Kinder, Primary and Secondary schools, TAFE and other alternative schools), Health Services, Child Protection, Queen Elizabeth Centre, FV services, Counselling services, Emergency Relief Services, etc.

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
- A sound understanding of the principles of case management, child development and risk assessment.
- A demonstrated ability to mentor and supervise staff by providing them with relevant information, support, feedback about their work, and opportunities for professional development.
- A demonstrated capacity to work as part of a team as well as providing leadership to a team and capacity to allocate tasks.
- Well-developed written and oral communication skills and the ability to prepare reports.
- A demonstrated understanding of key performance program indicators and quality compliance and assurance.
- Well-developed stakeholder engagement and sector development skills.

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

- Be responsible for the implementation and daily operation of a high quality CSP, AFLDM & KCP&SP programs
- Provide direct supervision and support to abovementioned staff.
- Provide backup for staff and to be available to case advisors by mobile phone except when otherwise negotiated.
- To closely liaise with DFFH Child Protection Office Preston to establish and maintain effective working relationships and partnerships.
- To participate in Care Team Meetings, Aboriginal and family group conferences and other meetings involving Aboriginal children when required.
- To ensure that statistics are collated, recorded and monitored for the abovementioned programs including quarterly reporting data.
- To be involved in the establishment, review and documentation of Policy, Procedures, Standard and practice models/frameworks.
- To be involved in staff recruitment, training and appraisals of staff.
- To be aware of and familiar with current policies, legislation, programs and practices in relation to child welfare.
- To participate in training sessions, team and staff meeting including any state-wide meetings.
- To provide professional education to Aboriginal and non-Aboriginal services and community education to Aboriginal communities regarding the role of the abovementioned programs.
- Ensure Aboriginal Culture es embedded throughout all aspects of the programs to ensure Cultural safety in line with VACCA's Cultural Therapeutic Ways.
- 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 with their Program's to embed these frameworks in their practices.



VACCA
Connected by culture

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.