



POSITION DESCRIPTION

Position	Program Manager, Out of Home Care
Reports to	Executive Manager
Direct Reports	Up to 6 reports
Status	Full time (38 hrs pw)
Location	Based at the Chirnside Park, Melbourne 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 plays 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
Connected by culture

Eastern VACCA provides a range of programs for Aboriginal families. Our Program currently offers Aboriginal families interventions across a continuum of support ranging from early intervention & prevention work to the provision of both secondary and tertiary services.

Programs are delivered in line with an integrated model of service delivery and whilst staffs are allocated to program areas, it is expected that they can and are able to work across all program areas within the Inner & Outer Metropolitan VACCA Team.

This position will sit within the Eastern VACCA Team and work in line with an integrated model of service delivery.

POSITION SUMMARY

This position will take responsibility for the successful management and delivery of the programs such as:

- Lakidjeka ACSASS
- Kinship Care
- Foster Care
- Better Future

The Manager- OOHC is part of the Eastern Senior Management Team and will work to ensure:

- Aboriginal children and young people receive high level of service & quality care
- All OOHC programs meet performance targets and contract agreements
- The workplace is a culturally safe and professional environment to work
- Continuous quality improvement remains high on the agenda
- Relationship with sector partners including foster carers, child protection sector and Aboriginal agencies are developed and maintained
- The cultural rights and needs of child & families are prioritised within and embedded within practice
- Children and families receive a quality and meaningful service

KEY RELATIONSHIPS

Internal: Executive and Senior Managers, VACCA staff, Quality Team

External: The Eastern Metro Aboriginal community; Foster and Kinship carers, Department of Health and Human Services; various local Aboriginal networks; mainstream CSO's and other stakeholders; government departments; Philanthropic Trusts and Foundations.

KEY SELECTION CRITERIA



Community and Sector Knowledge:

- Demonstrated understanding of and commitment to, the values that underpin VACCA's vision and purpose.
- 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 people.
- Demonstrate high level of awareness and understanding of the sector and the work of other relevant organisations

Social Justice:

- Demonstrate understanding, respect and commitment to social justice, self-determination, community control and social inclusion principles and practice

Ethics:

- Adhere to professional boundaries and support other to understand and apply standards of practice which are aligned to organisation values and code of conduct

Problem Solving:

- Implement organisational policies, procedures and systems to address incidents and problems and assists team members to develop culturally appropriate solutions

Advocacy:

- Articulate clear assertive and persuasive messages about key issues when advocating or negotiating for clients/community and on behalf of the organisation

Team Dynamics:

- Creates and manages a culturally respectful working environment which support effective working relationships within and across teams

Quality:

- Establish and continually reviews quality systems and organisational standards

Requirements:

- A full Victorian Driver's Licence and a current employment working with children check card

POSITION ACCOUNTABILITIES

- Manage and oversee program delivery to ensure the community receives a high level of service - Support staff to embed Aboriginal culture within their practice and the practice of teams.
- Ensure the safety and wellbeing of staff is maintained via identifying occupational health & safety standards risks and maintaining a positive office culture within the office
- Provide leadership, direction and support to staff (particularly those reporting to the role) to ensure a high quality of case work practice is undertaken and program targets are met
- Ensure client services reporting is up to date, is of a high standard and reported on time
- Manage and oversee program delivery to ensure the community receives a high level of service - Support staff to embed Aboriginal culture within their practice and the practice of teams.
- Ensure the safety and wellbeing of staff is maintained via identifying occupational health & safety standards risks and maintaining a positive office culture within the office
- Provide leadership, direction and support to staff (particularly those reporting to the role) to ensure a high quality of case work practice is undertaken and program targets are met
- Set a standard of excellence in the office by ensuring that staff are familiar and adhere to key policies and procedure and legislation and the contract requirements of their roles
- Maintain a close working relationship with the Senior Program Manager and report any significant staff or practice difficulties or other issues to ensure they are escalated appropriately and addressed



- Co-ordinate and ensure staff supervision and training needs are met and regular staff meetings are held
- Work with the Senior Program Manager to ensure programs stay within budget and money is spent appropriately and accounted for
- Represent VACCA at interagency meetings, relevant networks and forums at the regional and statewide level as well as internal organisational meetings
- Ensure staff comply with the organisations code of conduct and values at all times - Other duties 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 undergo a National Police Records 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.