



POSITION DESCRIPTION

Position	Team Leader - Cultural programs and Service Development
Reports to	Senior Program Manager
Direct Reports	Koori supported playgroup x3 FTE Windook Dad's group, Homework club, (P/time and casual staff)
Status	Full time (38 hrs pw)
Location	Based Southern Region Dandenong and the incumbent may be required to work from the VACCA Frankston 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.



VACCA
Connected by culture

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

PROGRAM AREA

Southern VACCA has a strong and proud history of working alongside the Southern Aboriginal Community and is committed to self-determination for all Aboriginal people. The role engages and works closely with Aboriginal organisations, ACCO's, Elders, Aboriginal leaders, gathering spaces, Government and Community Service's organisations to build-upon social and leadership opportunities for Aboriginal Community members.

The position will work across VACCA, more broadly to support Community initiatives and to build the Community's capacity towards self-determination, Community leadership while celebrating many of the achievements of Aboriginal people today through active engagement of Community and individuals to become actively involved in VACCA services and programs.

The role also leads and contributes to staff cultural and wellbeing days and plays an important role in the direction of southern cultural programs and services, in particular Koorie playgroups and homework group.

The role will also identify with the VACCA Senior Program Manager to identify additional funding opportunities and aim to secure and strengthen new cultural programs for our Southern communities.

POSITION SUMMARY

The position is responsible for leading and organisation significant local southern events for Aboriginal and Torres Strait people including Harmony and National Sorry day, National NAIDOC week, National ATSI children's day and other local Community events that support the celebration of Aboriginal children and their families for cultural protection and safety for all children

The Team Leader, Cultural programs and Service Development program will;

- Provide leadership and be responsible for the successful delivery of Supported Playgroups, Windook Dads and VACCA Southern Homework club programs and activities.
- Manage a team of full time and casual staff to deliver the programs
- Be responsible for the planning, operations and data collection for all programs and other programs as required.
- Work closely with Community Elders, members of the Southern Community, ACCO's, gathering spaces, Aboriginal services, families to build cultural connections and new opportunities in service development and cultural programs
- Be responsible for and co-ordinate key events during NAIDOC week, National Children's day, Southern Children's Christmas activities and other significant events
- Collect, collate and prepare program reports for funders and Government

KEY RELATIONSHIPS



VACCA
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Internal: VACCA staff and management,

External: Aboriginal Community Controlled Organisations, Southern ACCO's, gathering places, Aboriginal organisations, Community Service organisations, government funders

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
- Demonstrated understanding of the importance of Aboriginal culture in healing and strengthening Aboriginal children and families.
- Experience and ability to work with Aboriginal organisations and communities and an ability to effectively deliver programs
- An understanding of program design, implementation and evaluative methodologies drawing on proven approaches that work with families
- Demonstrated ability to work independently and to effectively manage multiple programs
- Experience in management roles and ability to lead a team to deliver on outcomes
- Ability to collate data and reports for funders as required by each of the programs
- Ability to work outside of hours as the role requires

REQUIREMENTS

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

POSITION ACCOUNTABILITIES

- Deliver culturally safe and high standards of service delivery to Aboriginal families impacted by family violence
- Develop and deliver cultural group work programs including the coordination of sessions and design for Aboriginal men
- Make appropriate and timely referrals to other programs as necessary
- Work collaboratively with other Family Violence team members
- Achievement of case management and intervention targets as agreed by DHHS and VACCA
- Contribution to continuous quality improvement processes at VACCA
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- Contribution to continuous quality improvement processes at VACCA

ADMINISTRATION



- Ensure staff obtain accurate record keeping, including case notes, completed forms and reports as required according to program guidelines and agency registration obligations
- Ensure all documentation is collected and maintained as per service activity requirements.
- Collect and maintain accurate statistical data using the organizations current data systems as required by VACCA and funders
- Attend regular team meetings and other Aboriginal forums as required
- Ensure staff receive regular supervision
- Undertake other duties as directed.

CULTURAL PROGRAM DEVELOPMENT

- Establish and maintain effective working relationships with ACCO's, gathering places, partner agencies
- Participate in local, regional, and other network meetings encompassing issues and current initiatives to foster Community capacity and support
- Assist in the development and implementation of new projects or initiatives relevant to the role and position
- Contribute to the development of program resources and data collection to capture program and outcomes for the South
- Ability to participate in key forums and meetings to identify and facilitate new cultural program opportunities

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 internal policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

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.