

POSITION DESCRIPTION

Position	Senior Project Officer Family Services, Learning & Development
Reports to	Team Leader, Practice Based & Trauma Informed Learning
Direct Reports	None
Status	Full time (38 hours per week) Fixed Term 12 months
Location	340 Bell St, Preston.

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. Through *Cultural Therapeutic Ways* VACCA is implementing a whole of agency approach to guide VACCA's practices of healing for Aboriginal children, young people, families, community members and carers who come into contact with our services, as well as creating a safe and supportive workplace for staff.

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.

OUR VISION

Aboriginal self-determination - Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

PROGRAM AREA

The Learning & Development Team is responsible for building the skills, knowledge and capability of VACCA staff, supporting VACCA's growth and development as the lead Aboriginal child and family organisation in Victoria. In addition, the L&D Team works with sector organisations, the Department of Families, Fairness and Housing (DFFH) and other community and business organisations to help build understanding and knowledge of Aboriginal culture and ways.

The Learning & Development Team supports the shared effort of over 600 staff, working out of over 18 sites and is specifically responsible for:

- Supporting VACCA's Vision, Purpose and Principles
- Supporting VACCA's Cultural Therapeutics Ways of working.
- Building the knowledge and skills of VACCA staff
- Working with VACCA programs to identify learning needs of staff
- Supporting external organisations in building the cultural competence of staff
- Working with Government departments to support the needs of funded programs and department staff

VACCA's Family Services provides a continuum of services to families from early support to reunification. The service delivery practice model is characterised by ongoing professional development and coaching; work towards the establishment of an Aboriginal evidence base utilising a range of tools to measure outcomes; increased collaboration with Child Protection facilitated by a CP Navigator role; case mix and step up/step down to increase flexibility and responsiveness to the needs of families towards improved outcomes; a focus on positive parenting and family interaction to promote children's development and an emphasis on cultural safety and the connection of families to Culture, Kin, Country and Community.

VACCA's Family Services comprises approximately 100 staff members and is undergoing a significant change process over the next 12 months. This change process requires a dedicated focus on ongoing professional development, including the development and implementation of a Family Services Learning and Development Calendar, and workforce development and capacity building.

While the Senior Project Officer will report to the Learning and Development Manager, they will be required to maintain strong links and work with other key VACCA roles including:

- the Senior Project Manager Family Services Expansion who has oversight of the Family Services Change Management process; and
- the Organisational Development Manager in relation to the recruitment and retention of Aboriginal staff; career pathways and leadership development, change processes and staff wellbeing.

As a member of the team you will be part of a supportive group of staff with diverse responsibilities involving contact with all areas of VACCA. You will have the opportunity to contribute the skills you've gained in previous roles and to build your knowledge and expertise about the diverse range of programs that VACCA delivers for Aboriginal children and families, including Cultural programs, child protection, out of home care, youth, justice and family violence.

POSITION SUMMARY

The Senior Project Officer role involves:

- Project management of Family Services training and the provision of a project implementation plan inclusive of scope, resourcing and major tasks
- The development of a Family Services Learning and Development Training Calendar inclusive of localised orientation and induction processes, and the design, build and implementation of learning approaches to build Family Services staff capability
- Working with staff and managers across the organisation to support implementation of the Family Services Learning and Development Calendar and localised orientation and induction processes
- Consultation for and development of training content based on existing program documents and staff expertise
- The provision of strategic advice and development of resources to support the recruitment and retention of staff within a learning and change context
- Liaison with regional staff, senior managers, Aboriginal Community Controlled Organisations, other community sector organisations and government departments (particularly DFFH)
- Liaison and coordination of internal trainers, external training providers and/or consultants as required
- Delivery and facilitation of Family Services training
- Working in collaboration with other staff, including supporting and guiding staff as a senior member of a project team.

KEY RELATIONSHIPS

Internal: Senior Project Manager Family Services Expansion, as well as Directors, Executive Managers, Research and Evaluation team, Regional Program Managers, VACCA Family Services program staff, other Learning & Development staff

External: DFFH and other government departments, philanthropic organisations, Aboriginal Community Controlled Organisations.

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
- Skills and experience in project management and project planning
- Knowledge and practice experience in Family Services
- Skills and experience in the development of training content and implementation of professional development opportunities

- Skills and experience in preparing high quality written documentation
- Excellent computer skills across the Microsoft Office suite
- Strong organisational abilities, time management skills and the ability to work to strict deadlines
- Excellent interpersonal communication skills
- Proven ability to work independently and within a collaborative team environment

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

- Undertake Project Management and prepare written documents including a Project Implementation Plan and the Family Services Learning & Development Training Calendar
- Develop and support delivery of training content for the Family Services Reform
- Deliver and/or co-facilitate Family Services training
- Represent VACCA at meetings and forums and liaise with internal and external stakeholders.
- Participate in team meetings, training and other relevant forums as required.
- Undertake administrative and other tasks as directed.

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.