



POSITION DESCRIPTION

Position	Administration Officer - Nugel
Reports to	Senior Program Manager
Direct Reports	NA
Status	Full time (38 hrs pw), Fixed term
Location	Based at the 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 AREA

In November 2017, in an Australian first, the Department of Health and Human Services (DHHS) commenced transferring statutory responsibility for Aboriginal children on children's court protection orders to Aboriginal community-controlled organization's (ACCO's). A landmark achievement for Aboriginal people in the struggle for self-determination, this meant that all decision making in relation to the care, case planning and case management of an authorised Aboriginal child (specified functions and powers previously held by the Secretary, DHHS) could now be made at the community level (through the 'principal officer' or CEO of an ACCO).

VACCA's Nugel (Belong) Program was the first of these "Aboriginal Children in Aboriginal Care" programs to be implemented in Victoria and thus has been at the forefront of these developments, transforming the business of protecting children so as to truly meet the best interests of Aboriginal children today and for generations to come. Nugel, which means "belong" in Woiwurrung, offers a new model of child protection practice that involves Aboriginal organizations working in partnership with Aboriginal families. Nugel believes that Aboriginal children "belong," and have a sacred place at the centre of Aboriginal communities – they have an inviolable right to be seen; to be heard; to be nurtured; and to be safe. They have the right to know who they are, where they come from and where they belong. Nugel understand that the best way to achieve this is to wrap our service response around the family and community as a whole in order to restore circles of care that have been a part of the Aboriginal Way of protecting children since the times of the ancestor.

POSITION SUMMARY

Reporting to the Senior Program Manager, the Administration Officer, will play a key role supporting the program staff in working with Aboriginal children and families, Government and sector partners to reduce the over representation of Aboriginal children in care, strive for better outcomes for children and to build capacity in families so that children can be transitioned home.

This position will support the Nugel senior management team, as well as three teams of case managers.

The position is also part of the Northern Administration team and will provide support to that unit as required.

KEY RELATIONSHIPS

Internal: VACCA Nugel program staff; broader VACCA programs staff, VACCA senior management and leadership

External: Child protection, Lookout, Broadmeadows Children's Court, community members, children and families



KEY SELECTION CRITERIA

- Demonstrated understanding of, and commitment to, the values that underpin VACCA' 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 communities
- Demonstrated understanding in working with Aboriginal families and children
- Demonstrated ability to communicate in a clear, culturally appropriate and respectful way with a range of stakeholders including staff, Government and agency partners and clients
- High-level written and computer use ability, including demonstrated knowledge of Microsoft applications such as Excel
- High level organisational skills including time management and the ability to work as an effective team member

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

- Provide administrative support to the Nugel program team, including management of case panels
- Maintain and administer data base information including spreadsheets
- Type up minutes and meetings notes as required
- Maintain program calendars, information, work plans and contact lists
- Liaise with staff from other agencies in relation to joint meetings
- Correspondence, producing reports and developing documents and templates
- Assist Nugel management to collate and maintain information necessary for the program
- Upload case information onto CRIS as required
- Assist in the preparation of contested court matters as required
- Undertake other administrative duties that may be required to support the broader administration team for Northern Client Services

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

- Generate general and specific communication to stakeholders via effective and timely use of Staff Bulletin, intranet, forums and other opportunities as they arise.
- Participate proactively in team project initiatives
- Support other team members in periods of high demand and during periods of absence.
- Participate in project groups from time to time
- 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.