



POSITION DESCRIPTION

Position	Senior Program Manager- Cultural Connections
Reports to	Executive Manager
Direct Reports	Up to 6 reports
Status	Full time
Location	Based at the Dandenong office -Travel to other sites may be required

OUR VISION

Aboriginal self-determination - Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities

PROGRAM AREA

Southern VACCA provides a range of programs for Aboriginal children, young people and their families across the Southern metropolitan area of Melbourne. Our programs currently offer Aboriginal families supports ranging from early intervention and 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 allocated to program areas, it is expected that when needed staff will support other teams within the Southern VACCA region.

This program area builds on VACCA's existing range of services and cultural programs providing expertise in working with Aboriginal children, families and the southern Community, particularly in the design, implementation and evaluation of significant cultural events, women's, men's and children's work and family violence, supported playgroups, cultural and cultural safety programs and response and local justice work. Ground breaking initiatives are an important and significant step towards realising self-determination across southern metropolitan Victoria.

POSITION SUMMARY

Reporting to the Executive Manager, Southern, this position will play a key leadership role in working with Aboriginal children and families, Government and sector partners to enhance opportunities for self-determination, Aboriginal participation in the southern community events while reducing the over representation of Aboriginal children in care and strive for better outcomes for children.



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This position is responsible for the management and delivery of key southern programs including Cultural events, supported playground, women's, men's and children's intervention and programs in relation to family violence, local justice work and cultural safety interventions

This position will form part of the senior management team.

KEY RELATIONSHIPS

Internal: Executive Managers, VACCA staff, Quality Team

External: The Southern Aboriginal community; Department of Health and Human Services; Department of Justice and Community safety, National Disability Insurance scheme, local Aboriginal networks; ACCO's mainstream CSO's and other stakeholders; government departments; philanthropic Trusts and Foundations.

KEY SELECTION CRITERIA

- Demonstrated commitment and understanding for the values that underpin VACCA' vision and purpose
- Demonstrated high level ability to lead and manage a multitude of programs which not only enable children to feel safe at VACCA playgroups but encourages their healing and resilience by strengthening relationships, the role of the family and importance of Community connections.
- Sound knowledge and experience of working within the family violence, early years, justice to support cultural interventions and cultural safety responses.
- Demonstrated experience in the management, professional supervision, support and development of staff providing direct service delivery within the sector.
- Demonstrated experience in program implementation, policy development and service planning, including monitoring, evaluation, maintenance of standards and continuous quality improvement processes.
- Demonstrated ability to develop and maintain strong relationships and partnerships across the service sector to ensure the best possible outcomes for individuals, families and communities.
- Strong organisational abilities, problem solving, good decision making and development of innovative strategies in complex cases within complex service systems.

OTHER

- High level written and computer skills, strong interpersonal and communication skills and a proven ability to effectively communicate with Aboriginal children, families, carers and staff as well as other service providers.
- The demonstration of a good understanding of out of home care data collection and reporting systems including programmatic data requirements.
- Experience of working with ACCO's, Aboriginal communities specifically delivery of programs and services
- Knowledge and engagement of Aboriginal stakeholders including management and support to the Aboriginal and non-Aboriginal workforce

EDUCATION/QUALIFICATIONS



Mandatory

- Tertiary qualifications in the field of social work, psychology or community services or equivalent demonstrated knowledge and experience.
- Minimum of 5 years' experience working in the child, youth, families and community sectors
- Significant experience in managing a team.

POSITION ACCOUNTABILITIES

The Senior Program Manager is responsible for the successful management and delivery of the range of cultural services and programs in the Southern Metropolitan division. The position will provide support and supervision to staff to ensure high quality and timely service is provided to Aboriginal children, families and communities ensuring compliance for reporting is met.

LEADERSHIP AND MANAGEMENT

- Ensure Aboriginal culture is embedded in all aspects of the program and events
- Contribute to development and implementation of the programs, their evaluation, including a comprehensive service delivery framework inclusive of legislated requirements, quality standards, program procedures, and an Aboriginal practice approach.
- Effectively manage and provide strong leadership to VACCA's programs across this area
- High quality and regular supervision of all staff within the program including development needs, and remediate and report any significant staff, risk or practice difficulties.
- Establish and maintain effective working relationships with VACCA client services, DHHS, Department of Justice and Community safety, Communities for Children and other key stakeholders.
- Monitor performance against agreed indicators, oversight compliance and reporting requirements for Southern Programs and ensure the relevant electronic data systems are properly utilised.
- Lead ongoing program and practice development and continuous improvement.
- Ensure team and program meetings are held regularly, chair and facilitate as required.
- Manage and maintain required acquittal reports and ensure these are effectively implemented and monitored.
- To participate in the Southern VACCA on call after hours service response.

ENGAGEMENT AND WORKING WITH ABORIGINAL CHILDREN, YOUNG PEOPLE AND FAMILIES IN COMMUNITY

- Proven ability to support staff to use engagement skills to establish and maintain effective working relationships with Aboriginal families
- Have a sound knowledge of child development and the impact that abuse and trauma can have on building relationships.
- Have a sound knowledge of the ongoing impact of past policies and practices relating to Aboriginal families.
- Have a sound understanding of cultural safety and how this process supports children and young people at different stages of their cultural journey.



- Willingness to use creativity and a variety of tools and resources to ensure that children and young people understand their rights and actively participate in decisions made about their future.
- Leadership and participation in Community forums and VACCA and southern Community events

PARTNERSHIPS AND COMMUNICATION

- Build enduring relationships with local Indigenous Family Violence Regional Action Groups, RAJACs, Orange doors and family violence networks
- Lead, contribute and input into securing funding from alternative funding bodies such as philanthropic trusts and corporate sponsorship to government bodies to ensure funding for best practice models that have been developed.
- Development of and implement effective partnerships and strategies to assist relevant mainstream services to engage with Aboriginal communities and organisations.
- Participate in high level negotiations with ACCO's, government bodies, community sector organisations to enhance service delivery and policy development.
- Participate and actively contribute to relevant network and forums at the regional and state-wide level as well as participate in VACCA staff and leadership meetings and any other meeting as directed by the executive manager.
- Actively build strong partnerships with all VACCA programs and the Aboriginal community, to streamline service delivery and effectiveness for children and families

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/program initiatives
- Support other peers and team members in periods of high demand and during periods of absence.
- Participate in project groups and attend events
- Undertake other duties as required



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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