

Program Manager Child Safety and Cultural Support

EMPLOYMENT DETAILS			
Role type	Ongoing	Award	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS)
Hours per week	Full time	Pay Classification	SCHADS 7.1
Reports to	Director of Child Safety and Cultural support	Secondary Report	Chief Executive Officer
Additional Benefits	Access to Salary Packaging		

ORGANISATIONAL CONTEXT	
Bendigo & District Aboriginal Cooperative (BDAC) is an Aboriginal Community Controlled Organisation (ACCO). BDAC is registered as a member under the umbrella of Victorian Aboriginal Community Controlled Health Organisation (VACCHO) and represented nationally through National Aboriginal Community Controlled Health Organisation (NACCHO). BDAC was founded in 2001 to represent and provide services to Aboriginal and/or Torres Strait Islander people living on Djaara Country (djandak) in Central Victoria. BDAC has a responsibility to ensure growth of services, development of our Aboriginal and Torres Strait Islander Community, better and improved health outcomes for our People, improved quality of life, and be a lead agency in providing self-determination, employment and career pathways for Aboriginal and/or Torres Strait Islander People.	

LOCAL WORK ENVIRONMENT
BDAC provides a range of specialist services for Community living on Djaara Country including a Medical Clinic, Health and Wellbeing, Family and Community Services, and Kindergarten.

POSITION OBJECTIVE

Reporting to the Director of Child Safety and Cultural Support, the Program Manager will hold responsibility for supporting and leading two mutjang bupuwingarrak mukman teams (a Dja Dja Wurrung name meaning “keeping our kids safe”), as well as several of the cultural support programs that work with children, young people and families which can include Better Futures, Target Care Package, Aboriginal Family Decision Making Convenor and Cultural Advisor.

The position is responsible for the supervision of Team Leaders and practitioners when required as well as monitoring compliance, decision making and ensuring safety and wellbeing of children and young people authorised to BDAC under section 18 of the Children, Youth and Families Act (CYFA) 2005. The program manager will ensure the program is a healthy and positive work environment that promotes staff growth and that leads to best possible outcomes for children, young people and families. The Program Manager is responsible for ensuring high-quality administration of the CYFA 2005 as well as compliance with relevant guidelines and MOUs. This position will require some travel, after hour’s work and will manage an on-call service.

BDAC’S VISION AND CORE VALUES

Empowered generations belonging to strong families, culture and community

Our Lore refers to the stories, customs, beliefs, and spirituality of our People. Our Lore guides our work and has been passed down through generations by our ancestors and knowledge holders.

Our five LORE principles are:

- We keep our focus on Community priorities
- We are brave
- We think outside the box
- We create a safe, caring, and supportive environment
- We are accountable

Please refer to our <https://www.bdac.com.au/our-strategy> for further information about our underlying principles within the BDAC Strategy.

KEY POSITION RESPONSIBILITIES

Primary Responsibilities

- Lead and support two mutjang bupuwingarrak mukman teams using a solution-focused, strengths-based approach to foster a healthy work environment and achieve the best outcomes for families and children.
- Lead and support Better Futures, Targeted Care Packages (TCP), Cultural Advisor and Aboriginal Family Led Decision Making programs.
- Collaborate with the Chief Financial Officer to monitor and evaluate the budget, adjusting as necessary.

	• Ensure adherence with the DFFH program requirements for ACAC, Cultural Support Programs and MOU's. • Administer the CYFA 2005 effectively under section 18. • Adhere to BDAC policies and procedures for the mutjang bupuwingarrak mukman program and Cultural Support programs. • Oversee and review all program policies and procedures, including the program manual and legal delegations, making updates as needed. • Represent BDAC in reviewing MOUs, program requirements, and Victorian legislation. • Manage all staffing aspects within the program, including recruitment, retention, supervision, and performance management. • Provide expert advice and direction to the program on child protection matters working under section 18 of the CYFA • Maintain BDAC's arrangements for legal representation and consultation in Child Protection matters. • Facilitate the authorisation of children in line with program requirements, manage BDAC's responsibilities in the authorisation process of children including, selection, briefing and compliance with section 18 CYFA 2005 • Audit and review all client files (written and electronic) to ensure accuracy and compliance. • Ensure court applications and reports are submitted to ensure all protection orders are current and updated (if required) prior to expiry date and that no protection order is allowed to lapse unintentionally
Liaison with key stakeholders and professional networking	• Build and maintain high-quality collaborative relationships with external stakeholders including, CASA, Police and SOCIT, DFFH Child Protection, local Community Services Organisations and other Aboriginal Organisations. • Review and develop protocols and procedures between organisations. • Participate on relevant interagency working committees. • Represent BDAC at various forums and promote the work of BDAC and the Mutjang Bupuwingarrak mukman program. • Be available for external consultation regarding ACAC, Cultural Supports and BDAC services. • Willingness to travel including overnight as needed to attend training, meetings and events.
Response to Family Violence	This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) as: Tier 1 Comprehensive Risk Assessment training and responsibilities

General Responsibilities	• Uphold BDAC's Values, Code of Conduct, and all relevant policies and procedures. • Engage in supervision, professional development, and continuous quality improvement (CQI) activities. • Attend team meetings, staff meetings, and community events as required. • Comply with legislative and regulatory obligations. • Identify and report risks promptly to your line manager, including completing incident reports via LogiqcQMS. • Collaborate effectively within a team to meet performance and development goals in line with BDAC's program requirements. • Follow reasonable directions from BDAC management. • Maintain a safe work environment in accordance with BDAC's Occupational Health and Safety (OHS) policies.
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COMMITMENT TO SAFETY

- BDAC has zero tolerance to all forms of violence.
- BDAC is committed to service delivery and a work environment that prioritises equity and diversity and actively supports inclusion. We aim to ensure every individual is treated with dignity and care with respect to their cultural background, ability, ethnicity, gender identity, sexual orientation, age, caring responsibilities, spirituality, or religion.
- BDAC is committed to the Child Safety Standards and believes that all children and young people have the right to be children and live free of abuse and neglect, so they can grow, learn, and develop. Everyone within BDAC is responsible for ensuring a culture of child safety, preventing child abuse.
- BDAC is committed to the health and wellbeing of its employees and stakeholders. Everyone within BDAC is required to foster a workplace that is safe and healthy that is free from all forms of harassment, bullying, and discrimination.

KEY SELECTION CRITERIA

- Understanding of program management including budget, staffing and programs development
- Demonstrated leadership that leads to a healthy work environment, staff growth and retention and attains best possible outcomes for families and authorised children.
- Ability to administer Children's, Youth and Families Act 2005 as authorised under section 18.
- Understanding of the administration of legal delegations and ability to review and implement in policy.
- Ability to build and maintain high-quality collaborative relationships with internal and external stakeholders.
- Knowledge and understanding of Aboriginal Culture and the ACCHO environment.
- Evidence of advanced report writing skills.
- Capacity to make balanced and sound decisions in high-risk and high-pressure situations.
- Ability to manage crisis situations with a measured and reflective approach.

- Solid understanding of risk assessment and management in child protection work.
- Understanding of debriefing and supporting staff through traumatic events.
- Ability to work after hours and on call (when required)

Education, Training and/or Competencies

Mandatory

- A recognised Social Work degree or a similar welfare or behavioural related degree which includes: (a) a primary focus on child development, human behaviour, family dynamics and/or impacts of trauma; and preferably (b) a practical component such as counselling or case work practice

or

- A recognised Diploma of Community Services Work, or similar qualification which is studied over a minimum of two academic years of full-time study (or part time equivalent) and includes: (a) a primary focus on child development, human behaviour, family dynamics and/or impacts of trauma (b) supervised fieldwork placements (ideally completed within the child and family welfare sector) and at least one unit of study in case management, case work practice or counselling.

Preferred/ desired

- Previous experience working with Aboriginal and/or Torres Strait Islander community members or in an Aboriginal organisation.

CONDITIONS OF EMPLOYMENT

- Must pass a Criminal Police Record Check.
- Must pass and provide copy of Working with Children's Check (WWCC) (*or Teachers Registration if applicable*).
- Must hold current full Victorian Drivers Licence and provide a copy.
- Must have the right to work in Australia.
- Must pass an Employment History check.
- Must have and maintain a commitment to child safety, equity, inclusion, and cultural safety.
- **Vaccination Policy:** all staff are encouraged to be vaccinated against whooping cough, measles, mumps, and rubella (MMR) (*if not immune*), influenza (*annually*), hepatitis A and B, chicken pox (*if not immune*); shingles (*for eligible people*), and COVID-19. It is expected that Clinic, aged care, and djimbaya, staff will be vaccinated against the above diseases and will be required to complete a **Vaccination Consent Form**. It is also expected that Clinic staff will be vaccinated again diphtheria, tetanus, and pertussis (DtP).



EMPLOYEE STATEMENT

I have read, understood, and accepted the above position description of the Program Manager Child Safety and Cultural Support

EMPLOYEE NAME:

SIGNATURE:

DATE:/...../.....