

## POSITION DESCRIPTION

<b>Position</b>	Team Leader- AFLDM	<b>Position Number</b>	TBA
<b>Reports to</b>	Senior Program Manager	<b>Direct Reports</b>	Up to 6
<b>Status</b>	Permanent	<b>Time Fraction</b>	Full Time
<b>Award</b>	SCHADS Level 6	<b>Location</b>	Dandenong Office

## OUR VISION

Aboriginal self-determination – Live, Experience and Be.

## OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

## POSITION SUMMARY

The role has a dual responsible for the management of the AFLDM program in the southern metropolitan region, the family group conferencing program as well as working with the SEMASPAHN on the development of culturally appropriate resources and events.

The role is only responsible for to engaging, guiding, supervising, and supporting staff in the delivery of a quality service they will also participate in the process by working in partnership with DFFH AFLDM Convenor to manage the AFLDM program for Aboriginal children and families, identifying, engaging, preparing family members to attend the meetings as well as co-convene AFLDM meetings and work in partnership with the family and other services to support the implementation of AFLDM Case plans

The role will be the VACCA representative providing a cultural lens to the SEMASPAHN

## KEY RELATIONSHIPS

<b>Internal:</b>	VACCA Early Intervention & Family Support, Aboriginal Family Led Decision Making, Out of Home Care & Permanent Care, playgroup, Windook Dad's, Koorie Kids Homework club and Cultural support program. Central VACCA services including payroll, finance, human resources, training, corporate services, and projects teams.
<b>External:</b>	DFFH, Child Protection, Aboriginal Community Controlled Organisations, Community Service Organisations and other Victorian Government, including Children's Court Victoria as required.

## KEY SELECTION CRITERIA

### ESSENTIAL

- Demonstrated commitment and understanding for the values that underpin VACCA' vision and purpose
- A sound knowledge of local issues and needs of the Aboriginal Community and proven ability to advocate on behalf of the Aboriginal children and families.
- Demonstrated experience in working effectively with DFFH and other government departments and community service organisations.
- Demonstrated ability to advocate on behalf of Aboriginal children and families in ways which advance organisational objectives
- Demonstrated ability in convening and mediating outcomes with groups
- Demonstrated ability to provide positive leadership and supervision within a complex service delivery environment, with a focus on support, accountability and ensuring a culture that aligns with VACCA's values.
- Ability to problem solve, manage risks and recommends improvements.
- Demonstrated experience in project management, program implementation and resource development.
- Ability to time manage, prioritises work and delegate appropriately, while demonstrating an understanding of the competing demands of community aspirations, organisational, team, individual and stakeholder priorities, and ensures key requirements are met.
- Ability to communicate effectively, including consultation and liaising sensitively and effectively with a wide range of organisations including government departments (DHHS)

### QUALIFICATIONS

- A Tertiary qualification in the field of social work, youth work, psychology or community services and extensive relevant experience, or a combination of experience, expertise and competence sufficient to perform the duties required.

### REQUIREMENTS

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

***Please note: This is an Aboriginal and/or Torres Strait Islander designated position, classified under Section 12 Special Measures of the Equal Opportunity Act 2010. This employment opportunity is only available to Aboriginal and Torres Strait Islander people.***

## POSITION ACCOUNTABILITIES

### DIRECT SERVICE DELIVERY:

- Oversee the daily operation of the Southern AFLDM program
- Manage a caseload, always provide backup for staff and to be available to staff by mobile phone except when otherwise negotiated, by but not limited to:
  - o Together with the DFFH-based AFLDM Convener, accept referrals and undertake assessments for Aboriginal children and young people to the AFLDM program.
  - o Co-convene Family Decision Making meetings with Elders/Respected Persons and the DFFH AFLDM Convener
  - o To engage and educate families and the community on the purpose, process and positive outcomes achieved through Aboriginal Family Led Decision Making.
  - o To identify and work cooperatively with support services that could be engaged to support AFLDM case plans (e.g. Community Care, ACSASS).
- To be involved in the establishment, review and documentation of Policy, Procedures, Standard and practice models/frameworks.
- Daily management of staff including performance and compliance requirements; appraisals, supervision, coaching and mentoring
- Recruitment of staff
- Where appropriate support timely responses to staff issues
- Be aware of and familiar with current policies, legislation, programs, and practices in relation to child welfare.
- Ensure Aboriginal culture is embedded throughout all aspects of the program to ensure cultural safety in line with VACCA's Cultural Therapeutic Ways.
- The incumbent is also responsible for guiding staff within their Program/s to embed these frameworks into their practices.

### SOUTHEAST MELBOURNE SUICIDE PREVENTION & HEALING NETWORK (SEMASPAHN)

- Attend the SEMASPAHN reference group and provide a cultural lens to resources being developed.
- Run suicide prevention meetings with community every second month, by organising speakers and professionals, setting agendas sending invites, minute take and distributing minutes.
- Alongside the Southeast PHN plan and run events, by but not limited to:
  - o Identifying at risk groups
  - o Source venues and organise catering
  - o Organise professionals and presenters to attend the event.
  - o Communicate and market the event to VACCA co-workers and community.
  - o Conduct risk assessments and plans for the event
  - o Seek feedback from participants.
  - o Provide a report on event.

## ADMINISTRATIVE

- Accurate record keeping, including case notes, completed forms and reports as required according to program guidelines and agency registration obligations.
- Case management and maintenance of client files in line with legislative and policy requirements
- Ensure that statistics are collated, recorded and monitored for the regional AFLDM program including quarterly reporting data.
- Conduct file and case note audits.
- Prepare monthly data for Senior Program Manager, and contribute to the organisation's strategic direction, quality systems and practice.
- Ensure awareness and compliance by self and staff to Client Services policies.

## RELATIONSHIP MANAGEMENT

- Consult, network, negotiate and liaise with government and non-government sector agencies and community groups on a range of issues that contribute to service delivery and the reduction of offending behavior.
- To collaborate with the DFFH AFLDM convener to engage culturally relevant services and supports to participate in Family Decision Making meetings.
- Provide professional education to Aboriginal and non-Aboriginal services and community education to Aboriginal communities regarding the role of the AFLDM Program as an integral component of child Protection and child and family focused practice..

## 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 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.
- In conjunction with the Regional and Statewide AFLDM Steering Groups, to monitor and evaluate the Family Decision Making Program to ensure the continuation of program quality and development.

## OTHER

- Participate proactively in team project initiatives, project groups and attend events

- Participate in training sessions, team and staff meetings including any state-wide meetings.
- Support other team members in periods of high demand and during periods of absence.
- To participate in the After-Hours on call roster via phone
- 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.

This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) Identification (Tier 2) level which requires mandated MARAM Family Violence Screening & Identification training and responsibilities.