

POSITION DESCRIPTION

Position	Team Leader – North, Residential Services		
Reports to	Program Manager - Residential Services		
Direct Reports	House Managers (North)		
Status	Ongoing	Time Fraction	Full-time
Award	SCHADS Level 6		
Location	Residential homes based in Coburg/Reservior; Preston Office(s); and other locations as required.		

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe, and thriving Aboriginal communities.

POSITION SUMMARY

The role of the Team Leader: North (Residential Services) is responsible for supporting their teams to provide the very best quality care possible for Aboriginal children and young people and advocating for decisions that are in the best interests of the child, ensuring a strong focus on connection to family and culture.

The role will be responsible for 2 Residential Services homes, so will have 2 direct reports being the House Manager of each home. Each of these reports themselves has between 6-10 staff they are responsible for within their team.

The role will provide culturally safe supervision, oversight of rosters, professional development, team building, monitoring and compliance, auditing, reporting, some data collection, program development and contribution to the ongoing quality improvement of the program.

The role will ensure House Managers are familiar with and adhere to relevant VACCA and DFFH policies. The role must also have an ability to safely assess and manage risk within the program, ensuring all clients have up-to-date and effective safety planning in place.

KEY RELATIONSHIPS

Internal: Residential Services Senior Management Team (SMT), Residential Service Leadership

Team (LT), Aboriginal Healing Team, Principal Practitioner, other Specialist Practice Leads, and other VACCA support service programs.

External: DFFH: Child Protection, Placement Coordination Unit, Aboriginal Community Controlled Organisations (ACCOs), Other Community Services Organisations, AOD & Mental Health Services; Emergency & Health Services; Education Partners; Young Peoples' Families & Communities; Police, and Centre for Excellence.

KEY SELECTION CRITERIA

ESSENTIAL

- Demonstrated commitment and understanding for the values that underpin VACCA' vision and purpose
- Awareness and appreciation of Aboriginal societies and cultures and an understanding of the issues affecting Aboriginal people in contemporary Australia and the diversity of circumstances of Aboriginal people.
- 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.
- Demonstrated leadership experience in child and family sector providing them with relevant information, support, feedback about their work, and opportunities for professional development.
- A sound knowledge and understanding of issues, policies, legislation, and practices in relation to child and family welfare and children in Residential Care.
- High level organisational skills including time management and the ability to work as an effective team member.
- High-level written and computer use ability, including demonstrated knowledge of Microsoft applications such as Excel and PowerPoint
- An ability to work flexible hours, if required.

REQUIREMENTS

- A degree qualification in Social Work, Welfare or related field is required for this role. You may be required to complete additional training to meet the qualification requirements for Residential Care.
- You must have and continue to hold a full Victorian Driver's Licence; a current employment Working with Children Check card and a National Police Check.
- Current COVID-19 vaccinations (minimum two doses and booster shot before commencement)

POSITION ACCOUNTABILITIES

- Provide leadership and model professional, trauma-informed, and culturally safe practice for Residential Services staff.
- Conduct ongoing risk assessments, identifying potential for harm and protective factors, and where appropriate, implement risk management strategies in collaboration with case managers.

- Ensure management and supervision of caseworkers in the Residential Care program, including conducting annual performance appraisals and identifying training opportunities.
- Work as part of a multidisciplinary team, sharing individual skills and knowledge.
- Establish and maintain positive and effective working relationships with children, parents, extended family, and the Aboriginal Community.
- Oversee the day-to-day operation of the residential homes they are responsible for
- Ensure that data is collated, recorded, and as required by the Department of Health and Human Services.
- Be responsible for maintaining and updating knowledge about relevant legislation, policies, processes, and templates, both internally and externally, and to ensure that staff are implementing these in their practice.
- Ensure awareness and compliance by self and staff to Client Services policies, including cyber safety, substance abuse in out-of-home care, responding to children and young people with trauma-related behaviour, responding to problem sexual behaviour, restraint, and critical incidents.
- Participate proactively in team project initiatives
- Support other team members in periods of high demand and during periods of absence.
- Undertake other duties as directed.
- Proactively engage and build relationships across VACCA and with external stakeholders

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.

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 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 well-being 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 before 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.