

POSITION DESCRIPTION

Position	Program Manager – Family Violence	Position Number	
Reports to	Senior Program Manager	Direct Reports	Team Leaders
Status	Permanent	Time Fraction	Full time
Award	SCHCDS Level 8	Location	Frankston/Dandenong

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

POSITION SUMMARY

This role is responsible for the operational oversight of Therapeutic Family Violence and Sexual Assault, Family Violence Case Management, Men's Family Violence Program and Youth Justice programs including employees, budget, liaison and partnerships with departments, compliance, administration as well as supporting and overseeing the regional operations of the Southern Family Violence programs.

KEY RELATIONSHIPS

<i>Internal:</i>	Other Southern teams including VACCA employees based at The Orange Door; Continuous Quality Improvement; Client Practice Management Team; broader VACCA services
<i>External:</i>	Government Departments (including DFFH, FSV, CP), health professionals, schools, other Aboriginal Community Controlled Organisations (ACCOs), other Community Service organisations

KEY SELECTION CRITERIA

ESSENTIAL

- Demonstrated understanding of, and commitment to, the values that underpin VACCA' vision and purpose and the capacity to take a leadership role in championing these internally and externally.
- Demonstrated awareness and appreciation of Aboriginal societies and cultures, and commitment to continually build this knowledge, along with a high level of awareness of the key issues which impact upon Aboriginal communities.
- Demonstrated experience in working and engaging with Aboriginal families and children.

- Comprehensive understanding of the legislation, policies, practice frameworks and program manuals relevant to the effective operation of the programs and services
- Demonstrated experience in leadership and management, program implementation, service planning including monitoring, evaluation, and maintenance of standards.
- Strong organisational abilities and interpersonal and communication skills including the capacity to negotiate and work effectively with a range of individuals and organisations to achieve organisational and program objectives.
- Proven ability to work collaboratively and effectively with Aboriginal employees, organisations and key stakeholders.
- A proven ability to supervise, manage and support line reports to build a competent team of professionals to work with and address the individual and specific needs of Aboriginal families.
- Ability to work under pressure and use sound professional judgement in decision making.

QUALIFICATIONS

- Minimum degree qualified in Social Work (or equivalent)
- Qualifications in Family Violence and MARAM training
- Minimum five years' experience in Family Violence and Child Protection

REQUIREMENTS

- You must have and continue to hold:
 - a full Victorian Driver's Licence and
 - a current Victorian employment working with children check
 - undergo a Police record name check
- Current COVID-19 vaccination (minimum two doses plus booster)

POSITION ACCOUNTABILITIES

At all times in line with VACCA and DFFH policies, procedures and guidelines, the Program Manager will:

- Provide leadership and direction to Team Leaders to ensure the needs of children and their families are being met in accordance with the level of risk and complexity, in relation to Family Violence
- Share skills and knowledge as part of a multidisciplinary team, providing consultation in areas of expertise
- Ensure all line reports have an understanding of legislative and compliance requirements
- Provide regular Supervision, mentoring, coaching, support and development of direct reports and oversee the development of employees across the programs
- Undertake assessment and oversight of high risk and complex referrals
- Identify opportunities, manage and support the creation and development of new proposals including variations to program delivery
- Supervise reviews, closures and acquittals
- Monitor & administer expenses including monthly reporting to Finance, and according to budget
- Participate in liaison meetings with internal and external stakeholders
- Manage and oversee recruitment within the team

- Manage program data and ensure accuracy
- In partnership with the Senior Program Manager and Executive Manager (or delegate), ensure feedback and safety checks are undertaken
- Provide monthly reports in a timely manner

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 relevant 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
- Undertake other duties as requested

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) Comprehensive (Tier 1) level which requires mandated MARAM Family Violence Comprehensive Risk Assessment training and responsibilities.