

POSITION DESCRIPTION

Position	Senior Practice Officer	Position Number	
Reports to	Senior Program Manager – Care Services	Direct Reports	N/A
Status	Fixed Term 12 months	Time Fraction	Full Time
Award	SCHADS Level 6	Location	Dandenong Office

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

POSITION SUMMARY

The Senior Practice Officer will undertake a diverse range of work to enhance service practice and support the Care Services Programs to develop innovative, culturally responsive practices to meet the needs of vulnerable Aboriginal children, young people, families & carers. The role will work closely with Senior Program Manager, Program Managers and Team Leader's to oversee the Care Services Action and Development Plan which aims to strengthen the practice of Care Services practitioners by providing mentoring & guidance and assisting with the implementation of new & innovative practices embedded in Cultural Therapeutic Ways.

KEY RELATIONSHIPS

Internal:	VACCA staff and community, including Care Services regional management and staff, corporate program staff.
External:	Government departments, Aboriginal Community Controlled Organisations, other child and family welfare services.

KEY SELECTION CRITERIA

ESSENTIAL

- Demonstrated commitment and understanding for the values that underpin VACCA' vision and purpose.

- Understanding and awareness of the issues experienced by Aboriginal children and families and the ability to effectively communicate with Aboriginal people.
- Demonstrated experience working in the child and family sector or other relevant field.
- Change management experience specifically in project implementation and project management.
- Understanding of and capacity to support service implementation;
- Strong organisational abilities, time management, interpersonal and commitment to high quality customer services
- Proficiency in written communication, with the ability to produce materials for various audiences.
- Self-motivated with an aptitude for teamwork and collaboration, working effectively with people from diverse backgrounds.
- Experience in the child and family services and/or ACCO sector, and knowledge of the Child Protection system in Victoria (desirable).
- Experience and understanding of VACCA's Cultural Therapeutic Ways

REQUIREMENTS

- A qualification in a related discipline, further study in project management is preferred.
- You must have and continue to hold a full Victorian Driver's Licence, a current employment Working with Children Check card and a clear National Police Check
- Current COVID-19 vaccination (including booster dose, as applicable)

POSITION ACCOUNTABILITIES

KEY RESPONSIBILITIES

- Support the Care Services Leadership group in implementing the Care Services Action and Development Plan
- Support and mentor the Care Services Teams to enhance their day-to-day practice by embedding Cultural Therapeutic Ways into case management.
- Working with the Care Services leadership group to support the teams in a time of change by providing encouragement & guidance as changes are implemented.
- Develop and maintain comprehensive project management plans, target dates, templates, tools, and procedures.
- Develop high-quality written materials, including reports, staff resources, and presentations.
- Provide monthly updates on the progress of the Care Services Action Plan to the Senior Program Manager, Executive Manager and Southern Director.
- Engagement & relationship building across VACCA teams and specialist services.

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.

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.