

POSITION DESCRIPTION

Position	Senior Program Manager
Reports to	Executive Manager
Direct Reports	Up to 5 direct reports
Status	Full time (38 hours per week)
Location	Based at Werribee with travel to Melton required

BACKGROUND

The Victorian Aboriginal Child Care Agency (VACCA) is the largest organization of its kind in Australia. VACCA is an Aboriginal community-controlled organization that supports and advocates for the Aboriginal community. Our strength lies with our people. Our team is committed to the organisation's vision and values; advocates for our children and other vulnerable community members; and shows respect for, observance and compliance with Aboriginal cultural protocols, practice and ceremony. Our Aboriginality is what distinguishes us from mainstream services and what enables us to deliver the positive outcomes we achieve for our people.

VACCA employs over 600 staff and delivers more than 70 programs across the state. VACCA's experience and expertise in the delivery of therapeutic interventions are underpinned by culture, connection, and healing. VACCA designs, develops and delivers programs with self-determination and an understanding that the intergenerational trauma experienced by our community requires intergenerational and community healing.

Central to VACCA's work is the importance of connection to family, community and culture as essential to Aboriginal children's safety, stability and ensuring that they have an ongoing sense of belonging. As Victoria's largest Aboriginal child welfare agency, VACCA will play a key role in the process of transitioning the care and case management of Aboriginal children from government and non-Aboriginal organisations to Aboriginal community-controlled organisations following the recent decision of the Victorian Government.

VACCA is implementing cultural therapeutic ways which is an agency wide framework that underpins our work with the community, our clients and staff.

OUR VISION

Aboriginal self-determination - Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

PROGRAM AREA

Western VACCA provides a broad range of children, youth, family and cultural services to Aboriginal children and families in the DHHS Southern Metropolitan area. Our catchment includes the rapidly expanding areas of Southern Melbourne and Bayside Peninsula.

The position will be responsible for the operational oversight of the suite of OoHC programs including staff, budget, liaison and partnerships with departments, compliance, administration as well as supporting and overseeing the regional operations of Western OoHC programs such as but not limited to:

- Kinship Care
- Foster Care & Recruitment Program
- Kinship First Supports
- Foster Care and Home-based care programs
- Better Futures
- MST

POSITION SUMMARY

A key function is to ensure that these programs are coordinated and managed in a manner which provides the best possible platform for the delivery of effective, quality, and timely responses. This role includes achieving all funding targets, reporting and compliance requirements are fully met

The Senior/ Program Manager OoHC will provide leadership, direction, and support to VACCA staff employed within these programs. The role will extend to ensuring all OoHC staff are provided with appropriate supervision and training opportunities to enhance their capacity to provide a quality OoHC services.

The position will work in close and effective collaboration with the Western Management Team and reports to the Executive Manager, Western

Future growth at VACCA Western may result in other aligned funded programs being included as part of the responsibilities of this role.

KEY RELATIONSHIPS

Internal	Western VACCA Management Team and senior staff including those engaged in other regional services and programs. Central VACCA services including payroll, finance, human resources, training, corporate services and projects teams.
External:	Aboriginal children and families, Aboriginal organisations and workers; Child Protection, Justice and other DHHS staff; Community Service Organizations, local Councils, Early

Childhood Providers, Family Violence providers, Victoria Police and other relevant stakeholders,

KEY SELECTION CRITERIA

- Demonstrated understanding of, and commitment to, the values that underpin VACCA's 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 knowledge of such, along with a high level of awareness of the key issues which impact upon Aboriginal communities
- Demonstrated knowledge and experience in the delivery of statutory Out of home care services, aligned Early Years, youth programs including therapeutic approaches required to bring about better outcomes for at risk and vulnerable Aboriginal children and families.
- Demonstrated knowledge and experience of Case Management, care team approaches and service delivery.
- 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 so that organisational and program objectives are achieved.
- Proven ability to work collaboratively and effectively with Aboriginal organisations and workers and key stakeholders
- A proven ability to supervise, manage and support staff 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 to professional judgement in decision making

QUALIFICATION

- Tertiary qualifications in the field of social work, psychology or community services is highly desirable

REQUIREMENTS

- You must have and continue to hold a full Victorian Driver's Licence and a current employment Working With Children Check card.

POSITION ACCOUNTABILITIES

- Responsible for the development, implementation and maintenance of innovative and quality of the programs responsible that will engage, support and strengthen the capacity and wellbeing of Aboriginal children, Aboriginal parents and communities.
- Responsible for supervision of designated program team Leaders and other program staff.

- To support the achievement of high standard service delivery to Aboriginal children, families and communities.
- Responsibility for ensuring that Occupational health & safety standards are met and risk management strategies are developed and implemented.
- Support the implementation, evaluation and the development of quality control standards for all programs including preparation for accreditation and audit requirements.
- Ensuring that program funding targets and compliance requirements are met.
- Provide regular Program reports and reviews as required
- Ensuring that data collection and monitoring systems are compliant and operate effectively.
- Responsible for workforce management, including the development/implementation of policies, procedures and a strategic plan to recruit and train a skilled workforce.
- Responsible for ensuring the effective provision of supervision for all programs.
- Monitoring program budgets and monthly expenditure
- Building effective partnerships and strategies to work with Community Services Organisations to promote and support Principal 5 transfers to VACCA
- Responsible for undertaking negotiations with departmental staff, Aboriginal agencies, government bodies, community sector organizations to enhance service delivery and policy development to Aboriginal children, families and communities.
- Strong knowledge of the issues facing kinship and Foster cares and ability to intervene and support Aboriginal children in their care
- Undertake other duties as directed including being available manage and participate on the After-Hours roster when required

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and VACCA policies including Audits
- Contribute positively and proactively to the Southern team and organisation wide OH&S activities.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day to day work in order 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
- Active participant in Southern Cultural therapeutic ways planning and implementation
- 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 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.