

POSITION DESCRIPTION

Position	TCP Program Facilitator
Reports to	Cultural Groups Co-ordinator
Direct Reports	NA
Status	Part Time (0.6) 12 month contract- with view to extend
Location	Ovens Murray

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 organization'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 50 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. Through Cultural Therapeutic Ways VACCA is implementing a whole of agency approach to guide VACCA's practices of healing for Aboriginal children, young people, families, community members and carer's who come into contact with our services, as well as creating a safe and supportive workplace for staff.

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 plays a key role in the process of transitioning the care and case management of Aboriginal children from government and non- Aboriginal organizations to Aboriginal community-controlled organizations.

OUR VISION

Aboriginal self-determination - Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

PROGRAM AREA

The TCP Program Facilitator will work across the Cultural Groups, Family Services and TCP programs to ensure a co ordinated consistent approach to addressing the individual needs of TCP children and families.

POSITION SUMMARY

The TCP Program Facilitator will assist to coordinate and facilitate all cultural support groups and programs in the Ovens Murray Area, focusing on the needs of the TCP children and families. The successful applicant will play an integral role in the development and implementation of groups and programs to support TCP programs and ensure best interest of the children.

The TCP Program Facilitator will work collaboratively with the Ovens Murray Leadership team to ensure that a culturally safe place is provided for TCP clients

The position will ensure that TCP clients have an increased connection to culture and community through opportunities to participate in groups, the opportunity to be exposed to positive relationships and role models, a safe place to connect to family and community, the opportunity to develop and skill up children and young people.

The position will ensure families are provided hands on education and skills that they can implement into their homes.

KEY RELATIONSHIPS

Internal: VACCA Ovens Murray Leadership group, other VACCA programs and teams.

External: Clients/ carers/ family, DHHS-Child Protection & other units, Schools, Other specialist service providers- health, disability support, mental health, education & employment support, Cultural and others, as required.

KEY SELECTION CRITERIA

- 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 knowledge of such, along with a high level of awareness of the key issues which impact upon Aboriginal communities
- Experience and or ability to work with Aboriginal children and families in a culturally respectful and competent manner.
- Sound administration skills – including ability to record case notes, maintain files, use computer databases
- Proven and sound time management skills, communication skills, reliability, accountability and commitment to high quality client service.
- Considerable experience working with Aboriginal people and communities.
- Demonstrated ability to build and maintain stakeholder and community relationships.
- Experience in coordination and evaluation of groups and programs.
- Proven ability to work in a team and independently
- A willingness to participate in training programs and in supervision.
- Ability to work out of normal business hours as required by the role.

QUALIFICATIONS

- Formal qualifications in Community Services, Youth Work and/or Community development would be highly regarded, but is not mandatory.

REQUIREMENTS

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

POSITION ACCOUNTABILITIES

CLIENT OUTCOMES & CASE SUPPORT TASKS

- Ensure that TCP clients have an increased connection to culture and community through opportunities to participate in groups, the opportunity to be exposed to positive relationships and role models, a safe place to connect to family and community, the opportunity to develop and skill up children and young people.
- Ensure families are provided hands on education and skills that they can implement into their homes.
- Work in collaboration with other VACCA teams and programs to ensure that there is a shared consensus regarding the content of the Cultural and support groups.
- Prepare documentation, present information and make recommendations to the Leadership group regarding suitability of participants in the cultural groups, whilst ensuring the decisions and actions are in the best interest of the child or individual.
- Provide an oversight of any cultural and support groups within Ovens Murray.
- Assist and or facilitate groups.
- Ensure that aims and goals of groups are met, maintain information and data required for evaluation and reporting.
- Keep accurate and complete records of your work activities in accordance with funding requirements, and VACCA records, information security and privacy policies and requirements.
- Ensure that all groups are run in a culturally safe place.
- Ensure that all groups promote connections to community and culture.
- Ensure that groups promote development and leadership skills of children, young people and emerging Elders.
- Establish and maintain effective working relationships, ongoing communication and successful negotiations with key stakeholders.
- Use a range of IT/web based applications to manage workflow.
- Participate in team meetings or client care team meetings as deemed necessary by the Team Leader.

PERFORMANCE AND PROFESSIONAL DEVELOPMENT

- Participate in supervision.
- Participate in ongoing professional development and training, as required.
- Carry out duties in accordance with the philosophy, policies, work practices and protocols of VACCA.

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 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
- 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.