

POSITION DESCRIPTION

Position	Residential Care Senior Project Officer
Reports to	Senior Manager, Business Development and Service Implementation
Direct Reports	None
Status	One-year contract, Full time (38 hours per week)
Location	340 Bell St, Preston

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

The Business Development and Service Implementation (BDSI) Team is located in the Capacity Development & Service Reform Unit and supports VACCA to deliver quality, culturally responsive projects and programs for Aboriginal children, young people and families.

The work of the BDSI team involves the following four elements: Business Development (tender and grant submission writing); Service Implementation (provision of support to VACCA's operations in relation to the implementation of new programs and initiatives); Program Resource Development (development of manuals, policies and procedures); and Program Review & Reform initiatives.

As a member the team you will be part of a supportive group of staff with diverse responsibilities involving contact with all areas of VACCA. You will have the opportunity to contribute the skills you've gained in previous roles and to build your knowledge and expertise about the diverse range of programs that VACCA delivers for Aboriginal children and families. These programs include Cultural programs, child protection, out of home care, residential care, leaving care, youth, justice, family violence and education.

POSITION SUMMARY

In Victoria, significant growth and reform of the Residential Care system is underway. VACCA is establishing a new role - Residential Care Senior Project Officer - to strengthen our response to these strategic directions and developments. In preparation for the changes, VACCA contracted a consultant to undertake a review of our Residential Care program in 2020/21. The consultant has produced a review report which has been accepted by VACCA's leadership and this report contains several recommendations.

The Residential Care Senior Project Officer has responsibility for supporting:

- the expansion of VACCA's residential care program;
- the Residential Care program's response to the Victorian Residential Care reform agenda; and
- the implementation of the Residential Care review recommendations.

KEY RELATIONSHIPS

Internal: VACCA's Director West & Residential Care will have a significant responsibility in relation to this Senior Project Officer role. Although supervision will be provided by the Senior Manager BDSI, this new role will also have a reporting relationship to the Director West & Residential Care. Other key internal relationships include: Executive Manager, Residential Care Management & Support; Senior Program Manager – Resi Care (Statewide) & Better Futures (North); Better Futures Senior Project Officer; other team members in the Capacity Development & Service Reform Unit.

External: Howard Bath, consultant and author of review of VACCA's Residential Care service; key staff from Department of Families, Fairness & Housing; Aboriginal Community Controlled Organisations; Community Service Organisations

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 experience in working and engaging with Aboriginal families and children
- Demonstrated experience in relation to one or more of the following: residential care, OOHC, therapeutic interventions and/or models of care
- Strong understanding of program requirements, service standards, compliance & quality improvement, and government funding regarding residential care or a related area
- Skills and experience in project planning, management and implementation
- Demonstrated understanding of review processes
- Good interpersonal skills including negotiation and problem-solving
- Strong organisational abilities and the ability to work to strict deadlines
- Strong skills and experience in writing documents (e.g. submissions, policy papers or research reports) in a community services field or related area
- Excellent computer skills across the Microsoft Office suite
- Proven ability to work independently and within a collaborative team environment

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

- Attend DFFH and sector meetings about the Residential Care reforms in Victoria
- Develop a thorough understanding of the Residential Care Reform Agenda
- Identify the implications of these reforms for VACCA and recommend strategies for responding to these implications
- Brief VACCA's leadership about the reforms, as required
- Meet regularly with the Director, Executive Manager and Senior Program Manager responsible for Residential Care
- In collaboration with the management of the Residential Care program, support the expansion of VACCA's Residential Care program, including through the development and implementation of project plans
- Establish and provide executive support to a Residential Care Review Implementation Group

- Acquire a strong understanding of the VACCA Residential Care Review documents and recommendations
- Develop a plan for the implementation of the review recommendations, including clear timelines, roles & responsibilities, and deliverables
- Undertake key tasks from the Review Implementation Plan
- Ensure all those with accountability for key tasks are aware of their responsibilities
- Monitor and regularly report on progress towards implementation of the review recommendations
- Identify any additional resources required for successful implementation of review recommendations
- Identify and address any barriers to implementation of review recommendations
- Undertake other projects related to Residential Care at VACCA, as directed by the Director, West & Residential Care
- Represent VACCA at meetings and forums and liaise with internal and external stakeholders
- Participate in team meetings, training and other relevant forums as required
- Undertake administrative and other tasks as directed.

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 meetings and 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.