

POSITION DESCRIPTION

Position	Senior Program Manager, Home Based Care
Reports to	Executive Manager, Northern VACCA Client Services
Direct Reports	Three (3) Team Leaders
Status	Full time (38 hours per week)
Location	Northern Region

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

Northern VACCA Client Services provides a range of programs for Aboriginal families across a continuum of support ranging from early intervention and prevention work to the provision of both secondary and tertiary services.

Our programs work towards self-determination and healing of the Aboriginal community by embedding culture and strengthening the safety and wellbeing of vulnerable community members, particularly children.

Programs are delivered in line with an integrated model of service delivery and whilst staff are allocated to program areas, it is expected that they can and are able to work across all program areas within the Northern VACCA Client Services Team.

Northern VACCA delivers a suite of Home Based Care programs including Kinship Care (contracted case management and First Supports), Foster Care, and Targeted Care Packages.

POSITION SUMMARY

The Senior Program Manager Home Based Care is responsible for the leadership, direction and operational oversight of Northern VACCA's out-of-home-care services, which include Kinship Care (including First Supports), Foster Care and Targeted Care Packages (TCP).

The kinship care team provide contracted case management for children on statutory orders who are living with extended family. The First Supports program is funded to undertake Part B kinship assessments for children newly placed with relatives, and provide services to support and stabilise the placement. Foster care provides support for children who require a placement within a family setting, where no kinship options have been identified. And TCP provides individually tailored packages that wrap around a young person, to prevent their entry or support their exit from residential care.

The Senior Program Manager Home Based Care is responsible for ensuring Northern VACCA's home based care programs are coordinated and managed in a manner which provides for the best possible platform for the delivery of effective, quality, and timely responses. This is achieved through staff management and support, liaison and partnerships with departments, oversight of compliance, risk management, administration and reporting.

This position is part of the Northern VACCA Client Services Leadership Group.

KEY RELATIONSHIPS

Internal: Director Northern VACCA Client Services, Executive Manager Northern Client Services, Senior Program Manager Nugel, Northern VACCA Client Services Leadership Group,

Foster Care Recruitment and Assessment Team, Aboriginal Children's Healing Team, other VACCA staff and community, Finance, Human Resources.

External: Aboriginal families and community, Aboriginal Organisations and networks, Department of Families, Fairness and Housing, Child Protection, Victoria Police, early childhood and education providers, health professionals and other community service organisations, etc.

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
- Demonstrated experience in working and engaging with Aboriginal families and children, and working in the child and family sector
- Demonstrated experience in leadership and management, program implementation, service planning including monitoring, evaluation and maintenance of standards.
- 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 experience and ability in the provision of a high standard of case management practice and care team approaches.
- Proven ability to supervise, mentor, manage and support staff to build a competent team of professionals to work with and address the individual and specific needs of Aboriginal families
- Sound knowledge and understanding of issues, policies, legislation, and practices in relation to child and family welfare and children in Home Based Care.
- Excellent oral and written skills, with the ability to write reports, including Incident Reports and Court Reports.
- Demonstrated experience with the CRIS and CRISSP client data systems.
- Demonstrated understanding of the compliance requirements in Home Based Care, Critical Incident Reporting and Child Safe Standards

QUALIFICATION & EXPERIENCE

- Tertiary qualifications in the field of social work, psychology or community services
- Experience managing home based care teams is desired
- Minimum of 5 years' experience working in the child, youth and families sector
- Significant experience in managing a team

REQUIREMENTS

- You must have and continue to hold a full Victorian Driver's Licence, a current employment Working with Children Check card and a National Police Check.
- Current COVID-19 vaccination

POSITION ACCOUNTABILITIES

- To oversee the development, implementation, maintenance and continuous improvement of Northern VACCA's Home Based Care Programs
- To ensure VACCA's Cultural Therapeutic Ways is embedded in all aspects of program delivery and ensure cultural safety in all activities.
- To ensure care and case planning for children is undertaken according to requirements, including case plans, cultural support plans and Looking After Children records
- To develop, review and manage program budgets in accordance with VACCA requirements.
- To ensure in partnership with the Executive Manager or delegate, caregiver reviews, feedback and safety checks are undertaken in accordance with program guidelines.
- To ensure systems are in place to manage and mitigate program risks, regularly review risk in collaboration with the Executive Manager, Northern VACCA Client Services.
- To intervene and support Aboriginal children in care, in accordance with program guidelines, policies and procedures.
- To ensure critical incidents are managed, reviewed and analysed in accordance with established processes and systems, and escalated to the Executive Manager Northern VACCA Client Services or the Director as required.
- To manage service delivery tracking and reporting in the Funded Agency Channel and ensure performance targets and compliances are being met.
- To engage with Elders and the Aboriginal community, to understand community needs and aspirations.
- To implement staff development, training and wellbeing activities, and implement strategies to enhance Aboriginal leadership capability across program areas.
- To ensure awareness and compliance by staff to Client Services policies, including cyber safety, substance abuse in out-of-home care, responding to children and young people with trauma related behaviour, responding to problem sexual behaviour, restraint and critical incidents.
- To influence, and advocate with Aboriginal agencies, government bodies, and community sector organisations, to enhance service delivery and policy development for the benefit of Aboriginal children, families and communities.
- To oversee the implementation, evaluation and the development of quality control standards for programs and ensure they meet Agency registration requirements.
- To ensure data collection and monitoring systems are in place and working effectively for program areas.
- To develop and maintain effective partnerships and strategies with mainstream agencies, to ensure best interest quality practice is achieved for Aboriginal children, young people, families and communities
- To work collaboratively with VACCA staff and ACCO's to build and maintain effective partnerships with Aboriginal services to support choice for Aboriginal people.

- To provide supervision to Team Leaders, according to the VACCA's Policy, monitor workloads, provide annual staff appraisals and professional development planning.
- To support the implementation of VACCA's Strategic Plan across home based care services and Northern VACCA Client Services programs more broadly.
- Work within delegations of authority e.g. financial delegations.
- Act as Executive Manager, including attending senior leadership meetings and executive level meetings, as required.

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.