



**VACCA**  
Connected by culture

## POSITION DESCRIPTION

<b>Position</b>	<b>Community Justice, Alcohol and Drug Team Leader</b>
<b>Reports to</b>	<b>Senior Manager OOHC</b>
<b>Direct Reports</b>	<b>up to 8</b>
<b>Status</b>	<b>Full time (38 hours per week), ongoing</b>
<b>Location</b>	<b>Eastern Metropolitan Region – Chirnside Park</b>

## 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 800 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 Community Justice, Alcohol and Drug team has been a newly created team within the Eastern VACCA office. Due to the growth of Justice funding and the Ice & AoD program, this team will continue to expand, work, and deliver the key outcomes in these areas of Justice and AoD.

The Community Justice and AoD team will work to support community young people and adults within the justice system or at risk of becoming involved with the justice system by providing case management, mentoring and support as well as support to young people and adults needing access to drug and alcohol withdrawal and residential rehabilitation. This team will also provide community information and awareness to Aboriginal community to better engage and meet young people and adults in the community.

This team oversees key activities that engage young people and adults such as camps, community days and life skills programs. Cultural youth mentoring is a large component of the work achieved with young people.

## POSITION SUMMARY

The Community Justice, Alcohol and Drug Team Leader (TL) will provide a high level of cultural mentoring and supervision to the team in which you will lead. Leading this team, will require you to provide cultural advice, advocacy, and leadership within the Justice and AoD programs. As the Team Leader of this program, you will be required to build, establish and maintain positive professional partnership with other ACCOs/ACCHOs, Department of Family, Fairness and Health (DFFH), Department of Justice and Community Services Organisations CSO's).

The Team Leader will have direct reports supporting the delivery of programs meeting their targets, Key performance indicators (KPI's) and reporting requirements. Individual programs and services the Team Leader will be responsible for will be:

- Local Justice Worker
- Aboriginal youth Justice Worker
- Aboriginal Ice/AoD Metropolitan Care Recovery Worker
- Youth AoD worker
- Camps/recreation activity's role,
- cultural youth mentoring

## KEY RELATIONSHIPS

*Internal:* VACCA staff and community, including client services regional management

*External:* Government departments, Partner Organisations, Aboriginal Community Controlled Organisation

## 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
- Understanding and awareness of Aboriginal communities and issues facing Aboriginal children and families today relating to Justice and Alcohol and Drugs.
- Sound appreciation of Aboriginal history, the impact of past trauma, loss of meaning and land upon current culture.
- The ability to effectively communicate with Aboriginal children, their families and other members of the Aboriginal service system and community.
- A demonstrated interest in and capacity to work in a culturally competent way.
- Understanding the importance of hearing the voice of children, young people, and adults
- Demonstrated positive experience working and engaging with Aboriginal and Torres Strait Islander communities, families, and young people
- Supervision of up to 8 staff in relevant programs.

### **Capability Requirements**

- **Leadership skills:** Demonstrated experience in coaching and/or mentoring workers in complex casework and assessments relating to Aboriginal children, families, and carers across the out of home care system
- **Problem Solving:** Implements organizational policies, procedures, and systems to address incidents and problems and assists team members to develop culturally appropriate solutions
- **Interpersonal skills:** Models appropriate interpersonal skills, self-awareness, self-management, and community/ cultural awareness in communications, problem solving and conflict resolution
- **Communication:** Develops and communicates clear, culturally appropriate, respectful, and consistent messages to staff clients and community members
- **Time Management:** Prioritises work; delegates appropriately demonstrating an understanding of the competing demands of community aspirations, organisational, team, individual and stakeholder priorities, and ensures key requirements are met
- **Written Communication:** Prepares accurate documents including, reports requested by the programs, case notes and case reports that meet audience needs
- **Risk Management:** Manages risk and reports on mitigation strategies and recommends improvements

### **Personal Attributes**

- Empathy, Compassion, Resilience, Motivation, Advocacy and Professionalism

### **QUALIFICATION**

- Relevant qualification in social work, youth work, community services or related discipline

### **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**

### **ROLE SPECIFIC RESPONSIBILITIES**

- To oversee the day-to-day responsibilities for staff of all clients within the program.



- To provide consultation to staff in relation to cases and provide an expertise in the management of risk.
- To monitor and ensure programmatic KPI targets are met, in partnership with the Senior Manager.
- To attend meetings such as, care team meetings and professionals' meetings relating to the support of program staff learning their role as required.
- To chair and facilitate regular team meetings.
- Daily management of staff and to be involved in staff training and appraisals
- To ensure that data is collated, recorded, and monitored for all programs as required by the Department of Family, Fairness and Health as well as the Department of Justice.
- To be part of the agency's leadership group
- To assist in the implementation of programmatic changes and program development.
- To ensure high standards of service delivery to Aboriginal children, families, and communities.
- Ensure Aboriginal culture is embedded throughout all aspects of the programs to ensure cultural safety in all activities.
- To be responsible for maintaining and updating knowledge in relation to relevant legislation, policies, processes, and templates, both internally and externally of the organisation.
- The incumbent is also responsible for guiding staff within their program/s to embed these frameworks into their practices.
- Ensure awareness and compliance by self and 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.

#### PROGRAM DEVELOPMENT AND REVIEW

- Attend client care co-ordination meetings as required.
- To work collaboratively with Department of Justice and Youth Justice Workers to support the capacity of young Aboriginal people to comply with their orders and achieve planned outcomes.
- Maintain cohesive and effective working relationships with DJR Youth Justice staff, management, and external agencies.
- Designing operations at the individual, family and group levels which will lead to successful outcomes for young people.
- Ensuring that the program is linked to other programs and assistance, in building and maintaining relationships with relevant stakeholders.

#### ADMINISTRATION:

- Providing reports in an agreed format to the Community Justice Team Leader, to DFFH, and to others as required.
- Participate in relevant agency and community meetings.
- Provide and maintain ongoing case management and accurate data records and other administrative requirements including statistical reports and other correspondence.
- Ensure that case records are kept in accordance with the recording and data requirements of both the agency and the funding body.
- Maintain confidentiality at all times and professionalism in line with organisational code of conduct and values.
- Report incidents as per VACCA policies and procedures

#### TEAM AND SELF DEVELOPMENT:

- Participate in, and make an active commitment to, the development and maintenance of a cohesive team.
- Attend staff meetings and staff development sessions as required

- Participate in regular team meetings, performance planning reviews, and individual supervision of work plans and practices.
- Pursue new skills and knowledge for personal and organisational development.
- Other duties as directed by the Team Leader, Community Justice and Program Manager Community Services.
- Occasional after-hours work & travel may be required as requested and approved by supervisor

#### 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.