



## POSITION DESCRIPTION

<b>Position</b>	Senior Project Officer, Child and Family Projects and Reform
<b>Reports to</b>	Senior Manager, Business Development and Service Implementation
<b>Direct Reports</b>	None
<b>Status</b>	Full time
<b>Location</b>	340 Bell Street, Preston, 3072

## 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 Team** in the Projects and Reform Unit supports the organisation to deliver quality, culturally responsive projects and programs for Aboriginal children, young people and families. The team is responsible for:

- Designing projects and programs and developing submissions in response to funding opportunities;
- Working with managers across the organisation to support implementation of funded programs and projects, and
- Developing program manuals

Some examples of our recent work includes:

- Submitting funding proposals and subsequently supporting regional staff to plan and implement a range of new initiatives including:
  - Dhelk Dja Family Violence Fund initiatives such as therapeutic practitioners, case workers, groups for Elders, groups for men and camps for adolescents,
  - Elders on line Yarning Circles
  - Keeping Young Aboriginal Victorians Connected projects
  - A new Aboriginal Sexual Assault Support Service program.

A major submission and subsequent intensive implementation support project for the Aboriginal Family Preservation and Reunification Response Program

## POSITION SUMMARY

The Senior Project Officer role involves:

- Researching and writing submissions in response to grant and tender opportunities;
- Working with managers across the organisation to support implementation of funded programs and projects;
- Managing or contributing to projects of various sizes that may include community consultations, designing and trialling innovative approaches to meeting community needs, and developing of new resources;
- Liaising with regional staff, senior managers, Aboriginal Community Controlled Organisations, other community sector organisations and government departments;
- Designing and planning programs and projects, and
- Working in collaboration with other staff and supporting and guiding other staff as a senior member of a project team.

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 including Cultural programs, child protection, out of home care, youth, justice and family violence

## RELATIONSHIPS

*Internal:* VACCA staff and community, including client services staff, regional managers and corporate services.

*External:* Government departments, Aboriginal Community Controlled Organisations, other child and family welfare services, philanthropic organisations.

## KEY SELECTION CRITERIA

The successful applicant will possess:

- 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 child and family sector.
- Strong skills and experience in writing documents such as submissions or policy papers or research reports in a community services field or related area.
- Skills and experience in project planning and project management;
- Skills and experience in developing program or project budgets;
- Excellent computer skills across the Microsoft Office suite;
- Strong organisational abilities and interpersonal communication skills and the ability to work to strict deadlines;
- 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

- Prepare written documents such as funding submissions, project plans and project reports.
- Liaise with senior staff and program managers to scope new funding opportunities to enhance VACCA's capacity to deliver high quality, culturally responsive programs and services.
- Monitor and report on the outcomes of submissions.
- Develop budgets as part of funding proposals
- Draw upon internal or external research reports or policy submissions to inform decision-making about potential funding opportunities.
- Represent VACCA at meetings and forums and liaise with internal and external stakeholders.
- Participate in team meetings, training and other relevant forums as required.



**VACCA**  
Connected by culture

- 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 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.