



POSITION DESCRIPTION

Position	Program Resources Development Officer
Reports to	Senior Manager, Business Development and Service Implementation.
Direct Reports	None
Status	.8 EFT or Full time (38 hours per week) – by negotiation
Location	340 Bell St, Preston.

BACKGROUND

The Victorian Aboriginal Child Care Agency (VACCA) is the largest organisation of its kind in Australia. VACCA is an Aboriginal community-controlled organisation 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.



VACCA
Connected by culture

PROGRAM AREA

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

The work of the team involves the following elements: Business Development (tender and grant submission writing); Service design, development and implementation; Policy and practice development and review; and Service system reform initiatives.

The team is responsible for ensuring the production and maintenance of internal program manuals, guiding and promoting consistent and compliant practice in our service delivery, in accordance with legislation, national standards, contractual obligations and best practice.

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, family violence and education.

POSITION SUMMARY

This is a key role in the team, responsible for developing program resources such as manuals, policies and procedures that are clear, concise, and effectively support staff across the diverse range of VACCA programs.

The role will: assist operational managers and collaborate with key stakeholders to understand program requirements; and translate required information into engaging manuals and procedures. The role involves: reviewing existing program procedures, guidelines and manuals; identifying any gaps; and producing content that aligns with best practice and reflects VACCA values and guiding principles.

In collaboration with the members of the BDSI and Projects teams, internal & external stakeholders and subject matter experts you will develop, maintain and organise procedure manuals, for new and emerging programs, assisting with implementation, as required.

This role will require an autonomous and self-driven approach and will focus on: providing quality written content for program resources; guiding a consistent approach to service delivery; and minimising risks across VACCA programs.



KEY RELATIONSHIPS

Internal: Operational Directors, Executive Managers & Senior Managers, the Outcomes and Evaluation team, the Continuous Quality Improvement team, VACCA program staff.

External: DFF&H, DJ&CS, DET and other state and federal government departments, Aboriginal Community Controlled Organisations, peak bodies, academic institutions.

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
- Strong skills and experience in preparing high quality written documents, with a keen eye for detail,
- Previous experience writing program & procedures manuals, ideally in a community services or related field
- Demonstrated understanding of child & family services, family violence or other parts of the community services sector, including an appreciation of legislative requirements and program standards
- Proven ability to quickly learn and understand complex topics and programs
- Well-developed communication skills
- Sound knowledge of using Microsoft Word and formatting skills.
- Proven ability to work independently and within a collaborative team environment to achieve outcomes and meet deadlines.

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 manuals and guidelines: to ensure consistent understanding of practice across VACCA; and to enhance VACCA's capacity to deliver high quality, culturally responsive programs and services.
- Liaise with senior staff and program managers to scope new resources for emerging programs.
- Monitor and ensure manuals & procedures are current and compliant with legislation and program requirements.
- Participate in team meetings, training and other relevant forums as required.
- Undertake administrative and other tasks as directed.



VACCA
Connected by culture

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

VACCA's recruitment processes align with the Victorian Child Safe Standards. All employees are required to undergo a National Police Records Check, a Working with Children Check and comply with the Code of Conduct policy.

VACCA is an equal opportunity employer and has a smoke-free workplace policy.