

POSITION DESCRIPTION

Position	Team Leader- Education Supports for Children in Care (ESCC) Program	Position Number	
Reports to	Senior Program Manager – Cultural Programs	Direct Reports	4
Status	Fixed Term (24 months, August 2026)	Time Fraction	Full Time
Award	SCHADS Level 6.1	Location	Morwell

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

POSITION SUMMARY

The Education Supports for Children in Care (ESCC) Team Leader will be responsible for overseeing the referral, intake, and assessment process for the ESCC pilot program. The ESCC Team Leader will work in collaboration with key stakeholders to identify and map out the young person’s educational experience, support needs and goals to assist in the development of the Individual Education Plan (IEP) and to appropriately match them with an ESCC Tutor.

The team leader will also assist with attendance and participation at Student Support Groups (SSG) and ensure a holistic care-team approach for the young person.

The Team Leader will provide support and supervision to staff in line with VACCA policies.

KEY RELATIONSHIPS

Internal: VACCA Education team, VACCA Care Services (including Residential Care), Cultural Programs staff, other VACCA programs

External: Department of Families, Fairness and Housing (DFFH), Department of Education (DE), Victorian Schools and other education settings, carers, LOOKOUT Centres, KESOs, Education Assessment Leads, Department of Education and Training (DET) Koorie Education Workforce, mainstream Care Services and Residential Care providers and other relevant stakeholders, parents

KEY SELECTION CRITERIA

ESSENTIAL

- Demonstrated understanding of, and commitment to, the values that underpin VACCA' vision and purpose
- 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
- Experience in working and engaging with Aboriginal families and children, and the barriers or challenges associated within the education systems.
- Experience and understanding of school communities and educational supports available
- Understanding of challenges associated with engaging young people living in care/residential care settings.
- An understanding of strengths-based, trauma informed and therapeutic practice, or willingness to learn
- Robust organisational skills and capacity to coordinate and lead processes and practice to ensure successful program delivery
- Excellent stakeholder management skills and collaborative working approach
- Experience working with individuals and groups – identifying underlying issues, working with conflict, assisting people to communicate safely and effectively, working collaboratively with other services and supports.
- Experience in providing supervision, coaching and mentoring staff
- Leadership and management experience in program implementation, managing targets and providing performance reports

REQUIREMENTS

- Relevant qualification and/or experience in the field of education or community services.
- You must have and continue to hold a full Victorian Driver's Licence, a current employment Working with Children Check card and a clear National Police Check
- Current COVID-19 vaccination (including booster dose, as applicable)

POSITION ACCOUNTABILITIES

KEY RESPONSIBILITIES

- Oversee the referral, intake, and assessment process, working collaboratively with key stakeholders to appropriately match them with an ESCC Tutor.
- Identify and map out the young person's educational experience, support needs and goals to assist in the development of the Individual Education Plan (IEP).
- Participate in regular Implementation Working Group meetings with LOOKOUT, HEACs and DE
- Facilitate improved navigation of education and vocational systems and pathways including alternative education settings.
- Provide information and guidance for young people and carer in relation to support services
- Support referral pathways into other available education supports for young people.
- Support staff with the use and knowledge in re engagement in learning, individualised education plans and with student support group meetings.
- Assist with attendance and participation at Student Support Groups (SSG) and ensure a holistic care-team approach for the young person.
- Liaise with schools, educational bodies, service providers and other relevant organisations to support program outcomes and objectives
- Contribute to the reporting and evaluation of the program to meet the funder's requirements
- Provide supervision to tutors

RELATIONSHIP MANAGEMENT

- Building and maintaining relationships with stakeholders and services to enhance positive outcomes for young people and strengthen service delivery.

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 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.

This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) Intermediate (Tier 2) level which requires mandated MARAM Family Violence Brief and Intermediate Risk Assessment training and responsibilities.