



## POSITION DESCRIPTION

<b>Position</b>	Investigator	<b>Position Number</b>	
<b>Reports to</b>	Manager, Investigations	<b>Direct Reports</b>	N/A
<b>Status</b>	Ongoing	<b>Time Fraction</b>	Full time
<b>Award</b>	SCHADS 6	<b>Location</b>	Preston & hybrid

## OUR VISION

Aboriginal self-determination – Live, Experience and Be.

## OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

## POSITION SUMMARY

This position is responsible for undertaking investigations into client incidents and disclosures made by children and young people in VACCA's care or being provided with a service by VACCA. In accordance with child protection incident and reporting frameworks, the investigator will plan and conduct high quality investigations and case reviews into allegations against staff, carers, volunteers, and contractors.

## KEY RELATIONSHIPS

*Internal:* VACCA staff, clients and community members, such as foster carers and volunteers.

*External:* As determined by Manager, Investigations/Executive Manager Child Safeguarding and Quality.

## KEY SELECTION CRITERIA

### ESSENTIAL

- Demonstrated commitment and understanding for 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.
- Demonstrated understanding and experience in working with vulnerable children and families with complex issues.



# VACCA

Connected by culture

- Demonstrated experience in undertaking complex investigations, including applying the principles of natural justice and procedural fairness.
- Excellent conceptual, analytical, and problem-solving skills.
- Strong communication skills with the ability to listen, empathise, provide support.
- Can adapt language to meet the needs of different people and audiences.
- Ability to work effectively in a team to achieve shared objectives, demonstrating awareness of individual differences and providing support and advice as required.
- Able to appropriately prioritise and plan own work.
- Able to proactively develop effective working relationships with colleagues, partners and other stakeholders.
- Strong computer literacy, including experience using the Microsoft Office suite to an intermediate level.

## REQUIREMENTS

- Cert IV Government Investigation or equivalent (or near completion), or significant experience in the child protection sector
- 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

- Ensure all work is carried out in accordance with cultural practice elements to ensure engagement of clients, carers, staff, community, and stakeholders is conducted in a culturally safe way.
- Conduct investigations and reviews of incidents involving children and young people, including physical abuse, sexual abuse, significant neglect, and other matters.
- Undertake the interviewing of witnesses, victims, and subjects of allegations, as well as collecting evidence from a range of sources in a format that is evidentially relevant to support the investigation and decision-making process.
- Prepare comprehensive reports, providing clear and concise conclusions, in line with legislation, policies, and best practice while demonstrating a strong client-centered, culturally informed focus.
- Provide realistic recommendations to address concerns identified following an incident including operational, policy, or training opportunities to address those concerns.
- Communicate outcomes of investigations and the reasons for those outcomes to program staff, regulatory bodies, and other stakeholders in a timely and professional manner.
- Complete updates and follow up on requests from external safeguarding bodies as required.
- Support the Manager Investigations in the development, implementation and improvement of systems, processes, tools, and supporting documentation and infrastructure to support best practice service provision along the full incident pipeline.
- Request and manage the flow of information and records for case reviews and investigations, including through the Child Information Sharing Scheme.
- Foster relationships and interact proactively with all staff to support operational programs and to negotiate and influence quality outcomes.
- Ensure any non-completion/barriers reported to the Manager, Investigations.
- Provide support to staff in oversight of incident and investigation compliance requirements.
- Actively participate in processes that promote and support wellbeing and safety of all team



members.

- Actively participate in reflective practice or other therapeutic sessions for learning and mitigation of vicarious trauma.
- Ensure all relevant documentation is recorded and stored.
- Undertake other duties 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 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) Identification (Tier 2) level which requires mandated MARAM Family Violence Screening & Identification training and VACCA MARAM Identification responsibilities.