



POSITION DESCRIPTION

Position	Reunions Officer		
Reports to	Team Leader, Link-Up Victoria	Direct Reports	Nil
Status	Ongoing	Time Fraction	Full time / Part time
Award	SCHADS Level 4 - 5	Location	VACCA Preston – Mary St

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

POSITION SUMMARY

The role of the Reunions Officer will be responsible for the planning and development of client reunions. This will include accompanying and supporting clients and their family on their reunions within Victoria and interstate in accordance with Link-Up policies, procedures and standards.

KEY RELATIONSHIPS

Internal: Link-Up Victoria staff and management, VACCA Statewide Programs staff and other VACCA program staff, VACCA reception

External: Interstate Link Up services, Record holders across Australia, AIATSIS, Aboriginal Community Organisations, Traditional Owner Groups, Koorie Heritage Trust, Connecting Home and Bringing Them Home Workers

KEY SELECTION CRITERIA

ESSENTIAL

- Demonstrated commitment and understanding for the values that underpin VACCA' vision and purpose
- Awareness and appreciation of Aboriginal societies and cultures and an understanding of the issues affecting Aboriginal people in contemporary Australia and the diversity of circumstances of Aboriginal people.
- Demonstrated understanding in working with Aboriginal families and children



- Demonstrated ability to communicate in a clear, culturally appropriate and respectful way with a range of stakeholders including staff, Government and agency partners and clients
- High-level written and computer use ability, including demonstrated knowledge of Microsoft applications such as Excel and PowerPoint
- High level organisational skills including time management and the ability to work as an effective team member
- High level ability to work with clients and their family to support them in an empathic and respectful way
- Capacity to work independently and to meet deadlines set.
- Ability to travel throughout Victoria and interstate and undertake overnight stopovers. (Travel Allowance, Overnight Allowance or paid overtime available)
- Willingness to learn on the job.
- Ability to work flexible hours.

REQUIREMENTS

- You must have and continue to hold a full Victorian Driver's Licence and a current employment Working with Children Check card.
- Current COVID-19 vaccinations

POSITION ACCOUNTABILITIES

REUNIONS AND CLIENT SAFETY

- To assist in the planning, guiding and development of client reunions including managing funds allocated to each reunion according to the budget for each reunion organised and implemented
- To facilitate client reunions that ensures the safety and wellbeing of clients and their family. This includes accompanying clients on their reunions within Victoria and interstate, in accordance with Link-Up Victoria policies, procedures, standards and key performance indicators
- To work closely with Reunions Officers and Client Support Officers in order to ensure reunion ready clients, including raising any issues that are impacting on reunions
- To work with other Link-Up services and Stolen Generations organisations and groups across Australia in the development, consultation and facilitation of client reunions
- To make referrals to appropriate services including any specialist or other social and emotional wellbeing services as required by the client

REPORTING

- To attend monthly reunion meetings with Team Leader and Program Manager and provide reunion reports, statistical reports and any other reports as requested by management
- To meet set key performance indicators according to timelines set and to regularly report on these in a workplan

PROMOTION, NETWORKING AND PROFESSIONAL DEVELOPMENT

- To promote Link-Up Victoria and raise community awareness about the Stolen Generations by:
 - Delivering presentations, creating resources, participating in local events and activities



VACCA
Connected by culture

- Participating in networks, conferences and other relevant forums
- To participate in ongoing professional development, external professional debriefing, professional supervision and cultural mentoring.
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RELATIONSHIP MANAGEMENT

- Proactively engage and build relationships across VACCA and with external stakeholders

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

- 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 responsibilities.