



POSITION DESCRIPTION

Position	Moorumbina Mongurnallin Program Co-ordinator		
Reports to	Team Leader – Youth Housing		
Direct Reports	Two volunteer live in mentors		
Status	Full time	Time Fraction	38hrs per week
Award	SCHADS Level 5	Location	Frankston

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

BACKGROUND

In recognition of the issues facing Aboriginal young people leaving care, the Department of Families, Fairness and Housing (Bayside Peninsula) in partnership with the Victorian Aboriginal Child Care Agency (VACCA) and Kids Under Cover are piloting a new accommodation service model to assist Aboriginal young people exiting out-of-home care (OoHC) at risk of homelessness, to better meet individual and cultural needs. Moorumbina Mongurnallin is a Village21 model adapted to the needs of young Aboriginal people aged between 16 and 21 years, leaving care, who are experiencing homelessness or at risk of homelessness. Support can be provided irrespective of a persons' existing living arrangement.

The model offers eligible Aboriginal young people the opportunity to strengthen their independent living skills in a culturally safe and a supportive living environment. Moorumbina Mongurnallin contains a cluster of studios and a shared communal space with capacity to accommodate six young people and two live in mentors at any one time.

The target group is young people eligible for Home Stretch (via Better Futures) who are about to exit or have exited the child protection system and are at risk of homelessness. Eligible young people accepted into the Moorumbina Mongurnallin service model can be accommodated until 21 years of age with a commitment to achieving educational, employment and housing goals.



POSITION SUMMARY

The Program Coordinator will be responsible for overseeing the referral, assessment, and induction process for the Moorumbina Mongurnallin program, in consultation with key stakeholders.

The Program Coordinator works in collaboration key stakeholders to meet project objective, fulfill program and reporting requirements, and provide onsite support – including responding to issues and incidents as they arise. Core responsibilities of the position also include building and maintaining relationships and partnerships with relevant service providers, local community, and community groups, brokering relationships with services and key stakeholders to achieve positive outcomes for young people and strengthen service delivery.

The coordinator will also assume responsibility to engage and support live-in mentors ensuring a positive and supportive living environment for all residents at Moorumbina Mongurnallin, and lead house meetings and coordinate all group activities within the communal living environment (at the village).

KEY RELATIONSHIPS

Internal: Youth Services staff including Better Futures, broader VACCA programs, staff, management & leadership.

External: DFFH Child Protection and PCU, Out of Home care Providers, Kids Undercover, local Real Estate Agents, local education and employment agencies, Aboriginal and mainstream support services, Community members, children and families.

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.
- Comprehensive knowledge and understanding of Youth employment, Education and Training, and Housing & Homelessness sectors in the Southern region and pathways to engage in education, employment, and long-term housing.
- Experience in effectively engaging young people who have had an out of home care experiences and/or are at risk of homelessness.
- A proven ability to negotiate and advocate on behalf of VACCA and the Aboriginal community.
- An ability to coordinate group workshops and events aimed at young people.
- Highly developed organizational abilities, interpersonal and communication skills including the capacity to negotiate and work effectively with a range of individuals and agencies so that program objectives are achieved.



QUALIFICATIONS

- Diploma or Degree Qualification in Community Services, Social Worker or a related discipline and/or demonstrated substantial experience in work with young people with complex needs.

REQUIREMENTS

- You must have and continue to hold;
 - o a full Victorian Driver's Licence
 - o police record name check
 - o current employment working with children check card
 - o current COVID-19 vaccination (including booster dose, as applicable)
- This position is designated as an Aboriginal Identified Position under the Equal Opportunity Act 2010 (Victoria). Applicants for this role must identify as Aboriginal and/or Torres Strait Islander descent as specified in the Act.

POSITION ACCOUNTABILITIES

SERVICE DELIVERY

- Manage the daily operations of the Program by, but not limited to:
 - o Provide leadership and case direction to caseworkers and volunteers
 - o Daily management of staff including performance and compliance requirements; appraisals, supervision and development.
 - o Ensure Aboriginal culture is embedded throughout all aspects of the program to ensure cultural safety in all activities
 - o Leadership of the referral, assessment procedures
 - o Orientation of young people and volunteers to the facility/home.
 - o Oversee tenancy administration
- Program induction in consultation with key stakeholders.
- Work as part of a multidisciplinary team, sharing individual skills and knowledge.
- Ensure that data is inputted, collated, recorded, maintained and monitored for programs as required by VACCA & DFFH.
- Work collaboratively with young people, as well as their families and any professionals involved, to ensure goals are identified, appropriate support is provided, and progress is monitored.
- Ensure Moorumbina Mongurnallin remains a culturally safe environment, with regular opportunities for the young people to explore and strengthen culture.
- Support the maintenance and updating of Cultural Support Plans as living documents.
- Encourage young people to engage and participate in Aboriginal community events.
- Ensure the timely reporting of maintenance issues, ensuring basic household amenities are provided for, liaising with maintenance personnel and completing relevant OHS audits, where required.



- Support the functioning of Moorumbina Mongurnallin, including facilitating Moorumbina Mongurnallin meetings, providing informal supervision to volunteer Independence Mentors, and mediating conflict.
- Organise and deliver regular individual and group events for the young people at Moorumbina Mongurnallin, including educational workshops aimed at increasing independent living skills and strengthening connection to culture and community.
- Provide formal and informal training to young people regarding tenancy obligations and independent living skills, both in group settings and one on one.
- Ability to work flexible hours, including some evening work, from time to time.

ADMINISTRATION

- Maintain a good standard of electronic records in line with the case management systems and DFFH legislative and VACCA policy requirements including use of CSNet.
- Input data and case notes into the appropriate client database and be responsible for maintaining client information.
- Maintain accurate statistical data using data systems as required by VACCA and DFFH
- Participate in orientation and inductions, formal supervision, reflective practice, annual performance appraisals and professional development activities, in accordance with VACCA's supervision framework and related policies.

RELATIONSHIP MANAGEMENT

- Build and maintain relationships and partnerships with relevant service providers, local Aboriginal services and networks, local community, and community groups.
- Represent VACCA in negotiations with departmental staff, Aboriginal agencies, government bodies, community sector organisations to achieve best practice service delivery and policy development for Aboriginal children, families, and communities.

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and VACCA policies, procedures and delegations.
- 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.



VACCA
Connected by culture

OTHER

- Participate proactively in team project initiatives
- Participate in external meetings relevant to the program or as determined by the Team Leader.
- Participate in ongoing professional development, training and supervision
- Support other team members in periods of high demand and during periods of absence.
- Undertake other duties as requested

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.