



POSITION DESCRIPTION

Position	Team Leader, Link-Up Victoria		
Reports to	Program Manager, Link-Up Victoria	Direct Reports	Nil
Status	Ongoing	Time Fraction	Full Time
Award	SCHADS Level 6	Location	VACCA Preston - Mary Street Office

OUR VISION

Aboriginal self-determination - Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

POSITION SUMMARY

The responsibility of this role is to oversee the delivery of the Link Up services to clients and community and to ensure intake, referrals and client engagement processes are managed.

This role will guide and supervise staff by ensuring that all staff are provided with regular professional supervision and support, development and training opportunities to enhance their capacity to provide a culturally responsive quality service.

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 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.
- Understanding about the child and family sector
- Knowledge of Aboriginal culture, values and beliefs and how it is used to inform our work with our clients and community.
- A good understanding and awareness of Aboriginal communities and the issues facing Aboriginal children, families and communities today.
- Ability to develop and maintain good working relationships with key stakeholders.
- Knowledge of casework philosophy, methods and practices.
- Ability to use initiative, thinking laterally and strategically during times of pressure.
- Sound communication and interpersonal skills
- Ability to travel throughout Victoria and interstate and undertake overnight stopovers.
- Willingness to learn on the job.
- Ability to work flexible hours.

DESIRABLE

- Relevant experience in a similar role
- Knowledge about Stolen Generations and the impacts of trauma, loss and grief

REQUIREMENTS

- You must have and continue to hold a full Victorian Driver's Licence; a current employment Working with Children Check card and a National Police Check.
- Current COVID-19 vaccination (including booster dose, as applicable)

POSITION ACCOUNTABILITIES

MANAGEMENT

- To effectively oversee the day-to-day management of staff and provide regular guidance, mentoring, supervision and cultural support.
- To ensure that all clients receive a culturally responsive quality service throughout their journey with Link-Up Victoria
- To identify and discuss with senior management issues that impact on the ability of the program to provide a culturally responsive quality service.
- To prepare, for senior management, regular written reports, including statistical reports on client work, against key performance indicators
- Manage and oversee all intake and referrals including delegation to staff and responding to non-eligible applicants

CLIENT SUPPORT AND ENGAGEMENT

- To assist staff to provide a culturally responsive quality service to all of their clients, including addressing any issues and making referrals as needed by clients.
- To oversee the Reunion Schedule and work closely with the Senior Reunions Officer to ensure reunions are well planned, organised and held according to policies, procedures and timelines



VACCA
Connected by culture

- To provide assistance, when needed, with group healing activities including healing camps, Stolen Generations events and other group healing activities as organised by Link-Up Victoria.
- Undertake promotion of Link-Up Victoria to the Aboriginal and wider community

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

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 designed under the Multiagency Risk Assessment and Management framework (MARAM) Identification (Tier 2) level which requires mandated MARAM Family Violence Screening and Identification training and responsibilities.