



# VACCA

Connected by culture

## POSITION DESCRIPTION

<b>Position</b>	Project Officer - Cultural Therapeutic Ways (CTW)	<b>Position Number</b>	TBC
<b>Reports to</b>	CTW Project Lead	<b>Direct Reports</b>	N/A
<b>Status</b>	Permanent	<b>Time Fraction</b>	Full Time
<b>Award</b>	SCHADS 4.1 – 5.3 subject to experience	<b>Location</b>	Preston

**Please note: This is an Aboriginal and/or Torres Strait Islander designated position, classified under Section 12 Special Measures of the Equal Opportunity Act 2010. This employment opportunity is only available to Aboriginal and Torres Strait Islander people.**

## OUR VISION

Aboriginal self-determination - Live, Experience and Be.

## OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

## POSITION SUMMARY

### OUR TEAMS ROLE

The CTW team is a specialist, multi-disciplinary Aboriginal lead project team supporting the development and implementation of CTW across VACCA.

CTW is an organisational wide approach to strengthening and growing Aboriginal Knowledge, Aboriginal Leadership, and ensuring the Health and Wellbeing of our staff, who support Community to heal, connect and protect. It prioritises Aboriginal ways of working and formalises how we practice.

The project includes two key components:

- CTW Outcomes Framework - Measuring organisation and community outcomes that strengthen VACCA's evidence base, and driving continuous learning and improvement for services. This is critical to our work because it formalises the way that we have been practicing and working with our families for decades.
- CTW Practice Framework - Embedding a cultural therapeutic approach. This is how VACCA delivers services to children, young people, adults, and families, and creates a safe and supportive workplace for staff.

### ROLE OF THIS POSITION

The Project Officer will support and/or lead various projects that embed Cultural Therapeutic Ways into the organisation that support Implementation. A key component of this work will be to support Client Services programs to embed the CTW Community Outcomes into their program.



# VACCA

Connected by culture

VACCA programs are supported by the CTW, RED and CMS team to understand and embed CTW into their program, develop program logics and data plans and transition to VACCA's new case management system. The Project Officer will project manage, engage with program staff, facilitate workshops, meetings and training and work closely with the RED and CMS teams to complete this work.

It's an exciting time to join our team, as we are embedding VACCA's Cultural Therapeutic Ways Practice Framework and VACCA Outcomes Framework into the organisation.

## KEY RELATIONSHIPS

*Internal:* VACCA staff including Client Services regional management and staff, Practice Principle and Leads, Research and Evidence Development (RED), Case Management System (CMS), Continuous Quality Improvement (CQI), Aboriginal Children's Healing Team (AHT), Business and Projects Development, Learning and Development and Corporate Services staff.

*External:* Government departments, Aboriginal Community Controlled Organisations.

## KEY SELECTION CRITERIA

- Experience working in ACCOs and with Aboriginal communities.
- Demonstrate 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.
- Strong understanding and knowledge of cultural practice in working with Aboriginal people.
- Strong communication skills of Aboriginal ways of working with Aboriginal and non-Aboriginal people.
- Experience facilitating workshops, meetings and/or training.
- Strong organisational skills (including time management), interpersonal and communication skills.
- Able to project manage, including the ability to plan for the long term while maintaining attention to detail.
- Proven ability to work independently and within a team environment.
- Demonstrated understanding of, and commitment to, the values that underpin VACCA's vision and purpose and the capacity to take a leadership role in championing these internally and externally.

## 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 (minimum one dose, prior to commencement)



# VACCA

Connected by culture

## POSITION ACCOUNTABILITIES

- Lead or support specific projects within the broader CTW project.
- Provide support and assistance to the CTW Project Leads.
- Prepare written material such as presentations, project plans, reports, user guides, meeting minutes and other documentation as required.
- Build and maintain relationships with program staff across VACCA's programs and teams.
- Facilitate workshops and meetings to implement the CTW Outcomes Framework (online or face to face)
- Meet set deadlines within the CTW Program Implementation process.
- Represent VACCA at meetings, liaise with, provide and seek advice from internal and external stakeholders.
- Participate in team meetings, training and other relevant forums as required.

## 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.
- Undertake other duties as directed.
- Travel to other VACCA offices will be required for this role.

## 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

Connected by culture

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 4) level which requires mandated MARAM Family Violence Screening & Identification training and VACCA MARAM Identification responsibilities.