



POSITION DESCRIPTION

Position	Co-ordinator - Welcome Back to Country Program		
Reports to	Program Manager - Link-Up	Direct Reports	Nil
Status	Fixed Term – 12 months	Time Fraction	Full Time
Award	SCHADS Level 6	Location	VACCA Preston - Mary Street

OUR VISION

Aboriginal self-determination - Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

POSITION SUMMARY

The role of Co-ordinator – Welcome Back to Country Program is to work in partnership with Traditional Owner groups across Victoria to support Stolen Generations who have been approved to receive a funded reunion on country by the Reparations Unit, Dept Justice and Community Safety as part of their Reparations package.

The Welcome Back to Country program will provide individual or group reunions within Victoria for Stolen Generations who were eligible for Reparations.

KEY RELATIONSHIPS

Internal: Link-Up Victoria team, Executive Managers, Program Managers, Team Leader & program staff within VACCA

External: Traditional Owner Groups across Victoria, Connecting Home, Koorie Heritage Trust, Family History Unit, Reparations Unit, Dept Justice and Community Safety, local Aboriginal community organisations and groups, services and businesses and record holders

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
- Demonstrated understanding of and a strong commitment to social justice and delivery of quality healing outcomes for the Stolen Generations and their families
- Ability to develop and maintain good working relationships with key stakeholders.
- Demonstrated interpersonal skills, sound verbal and written communication skills.
- Ability in strategic decision making, advocacy and conflict management.
- Must be able to travel and undertake overnight stopovers

REQUIREMENTS

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

REQUIREMENTS

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

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

POSITION ACCOUNTABILITIES

MANAGEMENT

- To effectively establish, co-ordinate, manage and lead the Welcome Back to Country program including evaluation tasks
- To effectively liaise, consult and- engage with all stakeholders, in particular, Traditional Owner groups, local Aboriginal communities and the Victorian Stolen Generations Reparations Unit, Department of Justice and Community Safety



- To develop and maintain a Statewide Welcome Back to Country Reunion Schedule in consultation with Program Manager, Link-Up and Traditional Owner groups.
- To produce quality reports as required by management and in accordance with the Dept Justice and Community Safety Funding Agreement
- To participate in regular supervision sessions and annual appraisal processes with the Program Manager. This also includes maintaining a Workplan that is updated regularly against Key Performance Indicators.
- To undertake administrative tasks as necessary for program needs
- To liaise with Link-Up Victoria staff, VACCA Corporate Unit and other VACCA programs as required
- To be responsible for maintaining and updating knowledge in relation to relevant legislation, policies, processes and templates, both internally and externally of the organisation.

CLIENT SUPPORT AND ENGAGEMENT

- To effectively engage with Stolen Generations who become clients of the Welcome Back to Country program and ensure they receive a culturally responsive quality service throughout their reunion journey with Link-Up
- To ensure that clients of the Welcome Back to Country program are provided with a service that meets their healing and cultural needs

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 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

- Undertake other duties as directed



VACCA
Connected by culture

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.