



## POSITION DESCRIPTION

<b>Position</b>	Project Officer - Aboriginal Residential Model Implementation	<b>Position Number</b>	P10130
<b>Reports to</b>	Director - Statewide Residential Services and Youth Engagement	<b>Direct Reports</b>	Nil
<b>Status</b>	Fixed term - 6 months	<b>Time Fraction</b>	Part time – 30.4hrs
<b>Award</b>	SCHADS Level 6-7	<b>Location</b>	VACCA Preston & hybrid

## OUR VISION

Aboriginal self-determination – Live, Experience and Be.

## OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

## POSITION SUMMARY

The Project Officer is responsible for delivering a quality, culturally responsive project for Aboriginal children, young people and families being supported by our Statewide Residential Service (Gamadji Balit) related to the implementation of our Aboriginal Model of Residential Care. Key to the success of this role will be high level skills in collaboration, consultation and deep listening with a broad range of stakeholders as well as strong project management skills.

## KEY RELATIONSHIPS

*Internal:* VACCA Residential staff and Community, including client services staff, regional managers and corporate services.

*External:* Government departments, Aboriginal Community Controlled Organisations (ACCOs), other child and family welfare services, philanthropic organisations and community members.

## 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.



- Experience within child and family or community engagement sectors with particular knowledge of Residential Care and care services broadly.
- Experience in end to end project planning, management and delivery including associated budgets.
- Ability to seek out and connect with stakeholders including Aboriginal community members, Elders and staff at ACCOs.
- Strong writing skills for a range of needs and excellent computer skills across the Microsoft Office suite.
- Strong organisational abilities including working to strict deadlines.
- Preferred knowledge of human resources and industry requirements in Residential Care
- Proven ability to work independently as well as collaboratively with capacity to move between tasks and teams according to the needs and priorities

## REQUIREMENTS

- Degree in Social Work or related discipline and/or relevant experience in the community services sector
- This role may require travel throughout Victoria.
- You must have and continue to hold a current employment Working With Children Check card and a clear National Police Check
- Current COVID-19 vaccination (including booster dose, as applicable)

## POSITION ACCOUNTABILITIES

## KEY RESPONSIBILITIES

- Work with people across the organisation to support implementation of the project.
- Liaise with Aboriginal Community Controlled Organisations, other community sector organisations and government departments as required.
- Provide expert advice to internal and external parties to support and guide the management of the project.
- Manage the projects independently.
- Complete administration tasks associated with the work and to assist others in the team. - Project-manage the implementation of new programs and pilot projects.
- Collaborate with others to undertake reviews, data collection, analysis and report writing including current program system gaps and strengths as needed.
- Developing strategies and tasks for discrete pieces of work to support successful implementation of the model
- Meet with Director weekly and report on progress with Director and at Governance/ Yarning group meetings as needed, including reporting for the Innovation Grant funding
- Consult with the Yarning Group to develop a costed implementation plan for a new Aboriginal residential care model.



- Develop with program staff, materials to assist in the full implementation of the model such as an induction / training module and practice guidelines,
- Identify and source any additional staff training that would be needed to support implementation of the new model.
- Prepare a final project report covering all activities and outcomes, and a brief project evaluation.
- In collaboration with program and other key VACCA staff, plan and schedule a trial implementation, monitoring and evaluation of the new model.
- Provide updates to Director for key government forums including the Aboriginal Children's Forum and Wungurilwil Gagapduir Implementation Group.

## 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.

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