



POSITION DESCRIPTION

Position	Nugel Administration Officer	Position Number	P10172
Reports to	Nugel Senior Program Manager	Direct Reports	NA
Status	Ongoing	Time Fraction	Full time (38hrs p/w)
Award	SCHADS Level 2	Location	Dandenong

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

POSITION SUMMARY

The role of the Nugel Administration Officer is to support the Nugel program staff who are responsible for working with Aboriginal children and families, and Government and sector partners to strive for better outcomes for children and to build the capacity of families, so that children can remain at home safely, or can be transitioned home.

Nugel implements Section 18 of the Child Youth and Families Act (CYFA) which transfers responsibility for decision making and direct work with Aboriginal children and their families from Department of Families Fairness and Housing (DFFH) Child Protection to VACCA.

This position will support the Nugel senior management team, as well as teams of case managers. The position will also support the Southern Administration team and will assist the unit when required, including providing coverage during times of staff leave.

KEY RELATIONSHIPS

Internal: VACCA Nugel program staff, Southern Care Services teams (Foster Care, Kinship Care, Targeted Care Packages), broader VACCA programs staff, VACCA senior management and leadership, and community service providers



External: Child protection, ACCOs, service providers, Children's Court, community members, children and families

KEY SELECTION CRITERIA

ESSENTIAL

- 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.
- Demonstrated awareness and appreciation of Aboriginal societies and cultures, and commitments to continually building knowledge, along with a high level of awareness of the key issues which impact upon Aboriginal communities.
- 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 skills, including demonstrated knowledge of Microsoft applications such as Excel and PowerPoint.
- High-level organisational skills, effective time management skills, ability to work in a complex, fast paced team, and the ability to work as an effective team member.
- Commitment to self-care and support of others.

REQUIREMENTS

- You must have and continue to hold a full Victorian Driver's Licence, 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

- Provide administrative support to the Nugel program team, including support with financial requests and processes.
- Coordinate the Nugel case selection panels, ensuring that all relevant documentation is provided.
- Maintain and administer database information including spreadsheets.
- Type up minutes and meeting notes as required.
- Maintain program calendars, information, work plans and contact lists.
- Assist Nugel management to collate and maintain information necessary for the program and associated evaluation activities.
- Upload case information onto CRIS as required.



- Assist in the preparation of contested court matters as required.
- Undertake other administrative duties that may be required to support the broader administration team for Southern Client Services, including support with organising Southern VACCA family events.
- Under the direction and support of the Senior Program Manager provide support with correspondence and producing reports and developing documents and templates.

SUPPORT AND COLLABORATION

- Liaise with staff from other agencies in relation to joint meetings - correspondence, producing reports and developing documents and templates.
- Generate general and specific communication to stakeholders via effective and timely use of the Staff Bulletin, intranet, forums, and other opportunities as they arise.
- Participate proactively in team project initiatives.
- Support other team members in periods of high demand and during periods of absence.
- Participate in project groups from time to time.
- Provide support with transport of families when required.

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 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

- Aboriginal applicants are encouraged to apply.
- Undertake other duties as directed by management.
- Support other team members in periods of high demand and during periods of absence.



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 VACCA MARAM Identification responsibilities.