

Family Safety and Healing – Program Manager

EMPLOYMENT DETAILS			
Role type	Program Manager	Award	SCHADS
Hours per week	38	Classification	7
Length of Term	Ongoing	Salary	As per award
Reports to	Director of Families, Healing and Response	Additional Benefits	Access to Salary Packaging
Secondary Report	CEO	PD Last Review Date	July 2024

ORGANISATIONAL CONTEXT



Bendigo & District Aboriginal Cooperative (BDAC) is an ACCO (Aboriginal Community Controlled Organisation) registered as a member under the umbrella of VACCHO (Victorian Aboriginal Community Controlled Health Organisation) and represented nationally through NACCHO (National Aboriginal Community Controlled Health Organisation).



BDAC was founded to represent and provide services to Aboriginal and Torres Strait Islander people living on Djaara Country.

BDAC has a responsibility to ensure growth of services, development of our Aboriginal and Torres Strait Islander community, better and improved health outcomes for our people, improved quality of life and be a lead agency in providing self-determination employment and career pathways for Aboriginal people.

LOCAL WORK ENVIRONMENT

Bendigo and District Aboriginal Co-operative provides a range of specialist services for Community living on Djaara Country including a Medical Clinic, Health and Wellbeing, Family and Community Services, and Kindergarten.

POSITION OBJECTIVE

The Family Safety and Healing Program Manager is responsible for leading and delivering program/s aimed at ensuring the safety and well-being of Aboriginal &/or Torres Strait individuals and families at risk. This role involves developing and implementing culturally appropriate programs, managing dedicated team/s, and collaborating with community stakeholders to address family safety issues.

The Family Safety & Healing Program Manager will have oversight of the following programs.

- Victim/ survivor case management.
- Men’s programs and case management.
- Therapeutic Programs.
- The Orange Door, Aboriginal Response team (in partnership with Njernda Aboriginal Corporation).
- Flexible Support Packages

BDAC’S VISION AND CORE VALUES

“Empowered generations belonging to strong families, culture and community”.

Our Lore refers to the stories, customs, beliefs, and spirituality of our People. Our Lore guides our work and has been passed down through generations by our ancestors and knowledge holders. Our five LORE principles are:

- We keep our focus on Community priorities.
- We are brave.
- We think outside the box.
- We create a safe, caring, and supportive environment.
- We are accountable.

Please refer to our <https://www.bdac.com.au/our-strategy> for further information about our underlying principles within the BDAC Strategy.

KEY POSITION RESPONSIBILITIES

Primary Responsibilities

- Reporting to the Director of Families, Healing and Response, and working with the Family Safety & Healing leadership & case management team, to deliver quality services to Community.
- Developing, co-ordinating and implementing BDAC family violence response services and overseeing all related program service delivery.
- Engaging with individuals and teams ensuring organisational accountabilities, standards, systems and professional development of team members are met with a strong focus on quality and risk.
- Supporting the development and maintenance of strategic partnerships that support positive outcomes for services users and the broader Community.

General Responsibilities

- Model and abide by BDAC Values, Code of Conduct, Policy, and Procedures.
- Participate actively in and facilitate supervision and professional development activities.
- Ensure that you participate in team meetings, staff meetings and other community activities as requested.
- Ensure that you adhere to legislative requirements.
- Ensure that you report any risks identified immediately to your line manager.
- Participate within the team to ensure performance against expectations including performance management and staff development, in accordance with BDAC’s policies and procedures.

	<ul style="list-style-type: none"> • Ensure that all staff are provided with and operate in a safe environment in accordance with BDAC'S OHS policies and procedures. • Participate in Continuous Quality Improvement (CQI) activities.
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COMMITMENT TO SAFETY

- All children have the right to be children and live free of abuse and neglect, so they can grow, learn, and develop. Everyone within BDAC is responsible for ensuring a culture of child safety, preventing child abuse, and abiding by the Child Safe Standards.
- BDAC is committed to the health and wellbeing of its employees and stakeholders.
- BDAC has a zero tolerance to all forms of violence.

KEY SELECTION CRITERIA

- Demonstrated knowledge and understanding of Aboriginal Culture and a commitment to working within an Aboriginal Community Controlled Organisation (ACCO).
- A relevant qualification in social work, psychology and/or a related field.
- A minimum of five years' experience in the community services sector or a related area including client service delivery, groupwork with a strong knowledge and understanding of the family violence, homelessness and housing service system including related practice standards.
- Experience in supervising staff in direct services, particularly, experience in leading and influencing others to achieve positive outcomes in service delivery and collaborative work environments.
- Proven skills in leading the development of innovative and evidence informed practice and programs.
- Well-developed communication and interpersonal skills with the capacity to liaise effectively with a wide range of stakeholders.
- Detail oriented with excellent organisational skills, demonstrating professionalism in a high-pressure environment. Producing accurate and timely correspondence, presentations, submissions and reports.
- Ability to work with limited supervision and cooperatively within a team, with the flexibility to adapt to changing priorities and commitment to continuous improvement and quality.

CONDITIONS OF EMPLOYMENT

- Must pass a Criminal Police Record Check.
- Must pass and provide copy of Working with Children's Check (*or Teachers Registration if applicable*).
- Must hold current full Victorian Drivers Licence and provide a copy.
- Must have the right to work in Australia.
- Must pass an Employment History check; and
- Must have and maintain a commitment to child safety, equity, inclusion, and cultural safety.
- **Vaccination Policy:** all staff are encouraged to be vaccinated against whooping cough, measles, mumps, and rubella (MMR) (*if not immune*), influenza (*annually*), hepatitis A

and B, chicken pox (*if not immune*); shingles (*for eligible people*), and COVID-19. It is expected that Clinic and kindergarten staff will be vaccinated against the above diseases and will be required to complete a **Vaccination Consent Form**. It is also expected that Clinic staff will be vaccinated again diphtheria, tetanus and pertussis (DtP).

EMPLOYEE STATEMENT

I have read, understood, and accepted the above position description of the Family Safety & Healing- Program Manager.

EMPLOYEE NAME:

SIGNATURE:

DATE:/...../.....