

Mutjang Bupuwingarrak Mukman Program Manager

EMPLOYMENT DETAILS			
Role type	Ongoing	Award	SCHADS
Hours per week	Full time	Classification	Grade 7 Level 1
Length of Term	Ongoing	Salary	As per award
Reports to	Director of Child Safety and Cultural Support	Additional Benefits	Access to Salary Packaging
Secondary Report	CEO	PD Last Review Date	February 2025

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 Mutjang bupuwingarrak mukman Program (a Dja Dja Wurrung name meaning “keeping our kids safe”) is responsible for administering the Children’s, Youth and Families Act 2005 (CYFA) for children authorised to BDAC under section 18 of the act.

This includes all aspects of case planning, decision making, ensuring the safety and wellbeing of children authorised to BDAC.

State-wide the name for the program is Aboriginal Children in Aboriginal Care or ACAC.

Reporting to the Director of Operations the Program Manager oversees the operation and ongoing development of the Mutjang bupuwingarrak mukman program. The position is responsible for the supervision of Team Leaders and Practice Leader and will ensure the

program is a healthy and positive work environment that promotes staff growth and that leads to best possible outcomes for children authorised to BDAC. The Program Manager is responsible for ensuring high quality administration of the CYFA as well as compliance with relevant guidelines and MOU's.

This position will require some travel, after hour's work and will manage an on-call service.

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

- Lead the Mutjang Bupuwingarrak Mukman program using a solution-focused, strengths-based approach to foster a healthy work environment and achieve the best outcomes for families and children.
- Collaborate with the BDAC Chief Financial Officer to monitor and evaluate the budget, adjusting as necessary.
- Ensure adherence with the DHHS program requirements for ACAC and MOU's.
- Administer the CYFA 2005 effectively under section 18 of the act.
- Adhere to BDAC policies and procedures for the Mutjang Bupuwingarrak Mukman program.
- Oversee and review all program policies and procedures, including the program manual and legal delegations, making updates as needed.
- Lead and support program staff to practice guided by the Mutjang bupuwingarrak mukman approach.
- Represent BDAC in reviewing MOUs, program requirements, and Victorian legislation.
- Manage all staffing aspects within the program, including recruitment, retention, supervision, and performance management, in collaboration with BDAC HR.
- Provide expert advice and direction to the program on child protection matters working under section 18 of the CYFA

	<ul style="list-style-type: none"> • Maintain BDAC’s arrangements for legal representation and consultation in Child Protection matters. • Facilitate the authorisation of children in line with program requirements, manage BDAC’s responsibilities in the authorisation process of children including, selection, briefing and compliance with section 18 CYFA 2005 • Audit and review all client files (written and electronic) to ensure accuracy and compliance. • Ensure court applications and reports are submitted to ensure all protection orders are current and updated (if required) prior to expiry date and that no protection order is allowed to lapse unintentionally
<p>Liaison with key stakeholders and professional networking</p>	<ul style="list-style-type: none"> • Build and maintain high quality collaborative relationships with external stakeholders including, CASA, Police and SOCIT, DHHS Child Protection, local Community Services Organisations and other Aboriginal Organisations. • Review and develop protocols and procedures between organisations. • Participate on relevant interagency working committees. • Represent BDAC at various forums and promote the work of BDAC and the Mutjang Bupuwingarrak mukman program. • Be available for external consultation regarding ACAC and BDAC services. • Willingness to travel including overnight as needed to attend training, meetings and events.
<p>General Responsibilities</p>	<ul style="list-style-type: none"> • 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. • 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.

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

- Understanding of program management including budget, staffing and program development
- Demonstrated leadership that leads to a healthy work environment, staff growth and retention and attains best possible outcomes for families and authorised children.
- Ability to administer Children's, Youth and Families Act 2005 as authorised under section 18.
- Understanding of the administration of legal delegations and ability to review and implement in policy.
- Ability to build and maintain high quality collaborative relationships with internal and external stakeholders.
- Knowledge and understanding of Aboriginal Culture and the ACCHO environment.
- Evidence of advanced report writing skills.
- Capacity to make balanced and sound decisions in high-risk and high-pressure situations.
- Ability to manage crisis situations with a measured and reflective approach.
- Solid understanding of risk assessment and management in child protection work.
- Understanding of debriefing and supporting staff through traumatic events.
- Ability to work after hours and on call (when required)

Preferred / Desired / Mandatory Education, Training and/or Competencies.

- **Mandatory** A recognised Social Work degree or a similar welfare or behavioural related degree which includes: (a) a primary focus on child development, human behaviour, family dynamics and/or impacts of trauma; and preferably (b) a practical component such as counselling or case work practice
- or
- A recognised Diploma of Community Services Work, or similar qualification which is studied over a minimum of two academic years of full-time study (or part time equivalent) and includes: (a) a primary focus on child development, human behaviour, family dynamics and/or impacts of trauma (b) supervised fieldwork placements (ideally completed within the child and family welfare sector) and at least one unit of study in case management, case work practice or counselling.

Preferred/ desired

- Previous experience working with Aboriginal and/or Torres Strait Islander community members or in an Aboriginal organisation (preferred)

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, aged care, and djimbaya, 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 Mutjang Bupuwingarrak Mukman Program manager.

EMPLOYEE NAME:

SIGNATURE:

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