



Position Description

Title:	Family Violence Program Coordinator
Unit:	Policy and Advocacy Unit
Reports To:	Manager, Policy and Advocacy Unit
Time Fraction:	Full-time
Employment Status:	Up to 12 Months maximum term
Salary Range:	\$80,000 - \$85,000 per annum
Location:	17-23 Sackville Street, Collingwood 3066

Organisational Overview

VACCHO is Victoria's peak representative Aboriginal health body and champions community control and health equality for Aboriginal communities. We are a centre of expertise, policy advice, training, innovation and leadership in Aboriginal health. VACCHO advocates for the health equality and optimum health of all Aboriginal people in Victoria.

VACCHO Strategic Goals

- Aboriginal Cultural Qualities
- Quality Workforce
- Quality Services
- Quality Infrastructure
- Quality policy development and advocacy
- Quality Partnership & Networks
- Sustainability

Unit Overview

The role of the VACCHO Policy and Advocacy Unit is to advocate for policy, program and systems change to achieve health and wellbeing equity for all Aboriginal people in Victoria. It does this by:

- providing the Board, CEO and VACCHO Members with research and policy advice which empowers them in their leadership and advocacy roles
- providing Government Agencies, peak bodies and key stakeholders to Aboriginal health and wellbeing in Victoria with expert information and advice and scrutinising public policy and the actions of governments and the public service

- ensuring Victorian Aboriginal social determinants of health issues are on the State and National agenda

Role Overview

This position coordinates the information and advocacy in regards to family violence reforms.

Key Responsibilities

1. Represent VACCHO and its members at high level government appointed committees, sub committees and working groups.
2. Coordinate and develop briefings, position papers, media releases, speeches and reports to support the work of VACCHO, particularly as it relates to family violence reform.
3. Coordinate cross-organisation projects that involve family violence reforms.
4. Represent VACCHO and its member ACCO organisations at high level government appointed committees, subcommittees and working groups.
5. Support the building and maintenance of positive relationships with key stakeholders. This will include forging and strengthening appropriate and ongoing linkages in the family violence sector including but not limited to government, ACCOs, partner organisations, mainstream peak bodies and service providers.
6. Provision of reports to the VACCHO Members and to the funding bodies as required.
7. Provide support where appropriate to the Policy team.
8. Undertake other duties which are appropriate to the level of the position, as directed by the Unit Director to meet unit objectives.

Key Standards Required Within VACCHO

OHS

VACCHO requires all employees to comply with the *Victorian Occupational Health and Safety Act 2004* and all the rules, regulations and relevant Codes of Practice.

VACCHO is a Smoke Free Workplace.

Equal Employment Opportunity

VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait Islander people to apply. Selection will be based on assessing an employee's future capabilities alongside the skills, knowledge, past performance and other personal qualities relevant to the initial work assignment.

Quality

VACCHO has adopted the ISO 9001 quality improvement standard as its accreditation benchmark and is committed to maintaining ISO 9001 accreditation as its benchmark for quality systems.

All Employees are required to participate in the continuous improvement at VACCHO and are required to understand and perform their responsibilities in relation to quality in their daily work and to ensure compliance with statutory and quality related requirements.

Statement of Principles, Values and Ethics

All employees are expected to adhere to VACCHO's core values and principles:

- Empowerment
- Respect
- Confidentiality
- Teamwork/collaboration
- Integrity
- Commitment
- Compassion
- Optimism

Other Employment Related Information

- A National Police Records Check is required as a condition of employment.
- A Victorian Drivers Licence is desirable

Key Selection Criteria

Skills and experience

- Demonstrated understanding and commitment to Victorian Aboriginal health and wellbeing, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control.
- Demonstrated ability to work with Aboriginal organisations, communities, mainstream organisations and individuals in culturally appropriate and safe ways.
- Communication skills to liaise effectively with a wide range of people and develop and maintain effective working relationships at all levels is essential.
- Sound knowledge of contemporary issues impacting upon Aboriginal health and wellbeing including the current health and family violence environment
- A well-developed understanding of the challenges in developing and implementing policy initiatives in complex and politically sensitive areas.
- Good written communication and research skills including the ability to write referenced reports, policy, ministerial and other correspondence in a clear and effective manner. This includes well-developed skills in Microsoft Word; Excel and Outlook.
- Ability to identify and analyse problems, establish appropriate solutions and recommendations using analytical and conceptual skills with the ability to work independently and as an effective team member.
- A flexible approach, with strong organisational and planning skills, including the ability to effectively manage time and workload, prioritise tasks, and meet changing circumstances, competing demands, interruptions and tight deadlines

Desirable

Relevant qualifications and/or experience in the family violence sector, Aboriginal health and wellbeing, human/social services and/or community organisations.

Identify as an Aboriginal and/or Torres Strait Islander Persons

