



BDAC

BENDIGO & DISTRICT
ABORIGINAL CO-OPERATIVE

Position Description Family & Community Services General Manager

Employment Status			
Status	Full Time	Award	ACCHO
Hours per week	38 Hours per Week	Classification	Specialised Contract Rate
Length of Term	Ongoing	Salary	\$75,000 - \$83,000 per annum
Reports to	CEO	Additional Benefits	Access to Salary Packaging
Secondary Report		PD Review Date	12 months (25/01/2019)

Organisational Context



The 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 the Dja Dja Wurrung community (Jaara people) and Aboriginal residents living in the Dja Dja Wurrung Boundaries. BDAC has a responsibility to ensure growth of services, development of our Aboriginal community, better and improved health outcomes for our people, improved quality of life and be a lead agency in providing employment and career pathways for Aboriginal people.



Local Work Environment

Bendigo and District Aboriginal Co-operative provides a range of specialist services for clients based primarily in the Dja Dja Wurrung including Health and Wellbeing services, Family and Community Services and Corporate services.

Position Objective

The Family & Community Services General Manager is responsible for providing effective operations to provide quality services through compliance, management, supervision and support to employees, and the community including promoting healthy lifestyles and healthy choices from a holistic position. The Family & Community Services General Manager is responsible for the leadership, management, development and delivery of all area programs to meet legislative requirements and agreements negotiated with key stakeholders including the Department of Human Services (DHS), Centre for Non-Violence (CNV) and Anglicare.

BDAC's Vision and Core Values

"Empowered generations belonging to strong families, culture and community"

Lead	We are committed to lead as an individual, team and organisation in order to achieve positive health and wellbeing outcomes for our community.
Openness	We will be accountable and remain transparent in the delivery of our service to clients, visitors and staff.
Respect	We treat one another with honesty, integrity, respect and value everyone's opinion and feedback.
Excellence	We strive for excellence in our programs and services so that we can support positive health and wellbeing outcomes for our community.

Key Position Responsibilities

Financial Management	<ul style="list-style-type: none"> • Implement and manage the financial procedures in accordance with the Financial Policy and Procedures and the Delegations Policy as determined by the CEO and the Board • Participate in the preparation of DHS annual budgets, review and monitor area budgets to provide recommendations on required variances and provide reporting in regards to overall financial Family & Community Services. • Provide recommendations regarding effective utilisation of long and short term Brokerage funds, Program/Project funding agreements, costing for staff Professional development and • Develop budgets and/or costings for new initiatives for the Family & Community Services Programs as required. • Prepare written reports and submissions for grants according to timeframes
Management Responsibilities	<ul style="list-style-type: none"> • Actively participate in risk management for the Family & Community Services. Ensure that risks for the Family and Community Services program areas are reported and control strategies identified are implemented expediently • Ensure ongoing compliance in meeting DHS Standards/QIP accreditation & other relevant standards applicable to service area • Cooperate with BDAC in complying with work health and safety legislation, as BDAC is committed to work practices that promote the highest standards of health, safety and wellbeing of all people in the workplace. • Oversee service area legislative compliance including organisational policies and procedures and records management. • Implementation of the Strategic and Operational Plans, including reviewing progress against the plans and setting appropriate targets • Communicate and liaise effectively with a wide range of stakeholders • Ensure Aboriginal knowledge and culture is embedded in all policy, procedures and systems of work • Participate in Human Resource activities including Recruitment, Performance appraisals, performance management and unit inductions • Provide development, review, support and guidance on all staffing matters including grievance and incident management • Ensure staff, client, Community and stakeholder file integrity (file audit reports, analytical information where required, communication notations, etc.) • Implement procedures for systematic retention, retrieval, transfer and archive of client and other records, in accordance with regulatory requirements • Ensure that service Program area Manuals and other like documents are kept up-to-date, and staff have access • Oversee preparation of an Annual Report on progress on short and long term plans and contractual obligations • Provide monthly board reports on service areas to ensure organisational compliance in a quality assurance framework • Research and write briefs, discussion papers, analysis documents and proposals as needed to assist in determining and meeting long and short term strategic goals. • Maintain general oversight and insure accuracy of records including all registers
Compliance	<ul style="list-style-type: none"> • Ensure that you are available for scheduled supervision appointments • 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 OH&S policies and procedures. • Participate in Continuous Quality Improvement (CQI) activities • Act in accordance with BDAC's values, policies and procedures.

Key Selection Criteria

Required Education, Experience, and Competencies

- Knowledge of the Children's, Youth and Families Act 2005
- Demonstrated ability of Family & Community Services Management including policy development, service development and planning
- Extensive Experience in Case Management
- Proven ability to cope with conflict, stress and crisis situations
- Excellent interpersonal skills; understands and manages the needs and expectations of stakeholders, staff and clients
- Understanding of Accreditation processes and Quality Assurance measures
- Understanding of relevant legislation, policies and practices
- Demonstrated ability of program management, delivery and evaluation.
- Understanding of, and a commitment to, the purpose and values of The Bendigo and District Aboriginal Cooperative

Preferred Education, Training and/or Competencies

- Qualifications in Child & Family Practice Management discipline with post graduate management qualifications
- A minimum of five years of experience in business management, planning and financial oversight.

Conditions of Employment

- Must pass & provide copy of Criminal Police Record Check.
- Must pass & provide copy of Working with Children's Check
- Must hold current Victorian Drivers Licence and provide a copy

Employee Statement

I have read, understood and accepted the above position description of Family and Community Services General Manager

Employee Name:

Signature:

Date: