

Gippsland & East Gippsland Aboriginal Co-Operative Ltd

Position Description: - General Manager, Family Services



Award:	ACCHO	Award Classification:	
Hours (Full-time/Part-time):	F/T 38 hrs p/w	Ongoing/Fixed Term/Casual:	Fixed Term 2 years
Reports To:	Chief Executive Officer	Direct Staff Reports:	
Department:	Executive / Family Services	Location:	Bairnsdale
Aboriginal / Torres Strait Islander (A/TI) Preferential Recruitment	The Racial Discrimination Act 1975 (Cth) Section 8 Special Measures Clause, allows for preferential recruitment of Aboriginal and Torres Strait Islander applicants. GEGAC does seek to apply such Special Measures within the extent of the law.		

ORGANISATIONAL PROFILE

GEGAC is an Aboriginal Community organisation based in Bairnsdale Victoria. Consisting of about 160 staff, GEGAC is a Not for Profit organisation that delivers holistic services in the areas of Primary Health, Social Services, Elders & Disability and Early Childhood Education.

POSITION PURPOSE

Reporting to the CEO you will provide strategic direction and leadership to the Family Services portfolio which oversees the delivery of GEGAC's Out of Home Care services including Kinship Care and Koori Kare (Foster Care), Children and Youth Resources and Services and Youth Mentoring.

SPECIFIC KEY RESPONSIBILITIES

Key Responsibility	Key Activities
Strategic Planning and Implementation	Develop and implement strategic plans and directions for the Family Services portfolio for the delivery of services to the Aboriginal community in a culturally appropriate and safe manner.
	Lead and manage the delivery of the programs under your responsibility so they meet funding requirements, ethical and professional standards, as well as community and stakeholder expectations.
Continuous Improvement	Adopt and implement a continuous improvement approach in ensuring that all operations and activities of GEGAC comply with all legislative rules and regulations including but not limited to Occupational Health & Safety; Work cover; Employee Relations and Equal Opportunity, relevant Codes of Practice, funding guidelines, best practice frameworks and report to the CEO.
	Support the CEO in the delivery of services to the Aboriginal community of Gippsland and East Gippsland including key activities as directed by the CEO
	Lead the development and implementation of Section 18 of the Children, Youth and Family Services Act 2005.
	Undertake projects and other activities to increase the capacity of GEGAC to provide services to the community.
Leadership and Relationship Management	Build successful relationships, provide leadership and advice to program managers of the Family Services portfolio, ensuring programs remain effective and relevant in achieving community outcomes, operating within budget and meeting relevant regulations, legislation and funding requirements.
	Develop and maintain relationships with internal and external stakeholders including government departments at all levels, service providers and relevant industry bodies.
Quality and Compliance	Implement systems to ensure compliance with all applicable legislation, quality frameworks and funding bodies.
	Lead person-centred, quality and compliant services to improve the wellbeing of the community.
	Lead and manage change as required to support sustainability and growth of GEGAC Family Services.
Financial Management	Lead business and resource planning to deliver outcomes on time and within budget.

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General Responsibilities
This position is subject to the current organisational delegations document.
Undertake all other tasks and activities that fall within the reasonable scope of being a GEGAC employee.
Follow all GEGAC policies and procedures. Undertake administrative tasks using correct forms and systems. That such activity is done in an effective manner.
Follow all quality standards and processes. Undertake all activities in a professional manner with ongoing demonstrable continuous improvement and Best Practice activity.
Undertake all work activities in a collaborative, respectful and team orientated manner.
Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and comply with all occupational health and safety (OHS) policies and procedures.
Required to meet all GEGAC Child Safe standards.
Comprehensively understand all other risks associated with this position and proactively undertake necessary risk management processes.
Continuously develop skills and contribute to organisational capacity building.
Undertake all practices in an Aboriginality / Torres Strait Islander culturally sensitive manner.

KEY SELECTION CRITERIA

Qualifications and Registrations	Requirement (Essential or Desirable).
Drivers Licence	Essential
Tertiary qualifications in Social Work, Psychology or related field	Essential
5 years' relevant sector experience with a minimum of 3 years' management/supervision experience	Essential
Demonstrated experience in the development, delivery, evaluation and management of integrated and complex multidisciplinary services for disadvantaged people and communities	Essential
A person of Aboriginal / Torres Strait Islander background	Desirable

Essential Selection Criteria
Demonstrated capability to meet the key responsibilities of this position.
Demonstrated ability to provide leadership, manage people and develop and maintain professional and effective work teams.
A team orientated person who has a passion for working within an Aboriginal / TI environment.
A person who can communicate at all level with clarity and purpose. An ability to negotiate and persuade a variety of stakeholders.
Sound knowledge of the needs of Aboriginal children and families and communities and demonstrated ability to work in a culturally responsive way.
A hard worker who can demonstrate a history of success.

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PRE-EXISTING ILLNESS OR INJURY

You will need to disclose any pre-existing illness or injury you know about which could reasonably be foreseen to be affected by the activities in this Position Description.

PERFORMANCE REVIEW:

This position is subject to a standard **six (6)** month Probationary Period. Thereafter the appointee will be subject to the standard GEGAC Performance Development Program.

PRIVACY STATEMENT:

It is the responsibility of all staff to ensure privacy of personal information by following GEGAC privacy and security procedures in relation to any personal information accessed during the course of duties.

COMPLIANCE CHECKS: Tick as required

- All nominal appointees are required to undertake a **Police Check** and be approved **prior** to commencement
- All nominal appointees are required to have valid **Working with Children's Check (WWC)** certification **prior** to commencement
- All nominal appointees are required to complete a deemed statutory declaration **prior** to commencement
- All nominal appointees must be eligible to be on the DHS Carers Register **prior** to commencement
- **Aged Care Act " Key Personnel Position:**All nominal appointees are required to complete a Bankruptcy check and be approved **prior** to commencement
- All nominal appointees are required to meet the **deemed** GEGAC Child Safe Standards requirements
- All nominal appointees are required to have Australian Health Practitioner Regulation Agency (AHPRA) registration **prior** to commencement
- All nominal appointees are required to meet (specify) _____ requirements **prior** to commencement

The position holder is required to be compliant with the marked above at the time of commencement and throughout their tenure. The responsibility for having valid accreditation at all times lies with the position holder. It may be that during tenure additional accreditation is required and this must be met.

Position Description Approved by Manager

Name :	Date Approved:	
Signature:		

DECLARATION:

I (Staff Member Name) _____, declare that I have read and understood this position description and agree to abide by its requirements and principles

Employee Signature:	Date:	
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