



Position Description – Community Programs Manager

Position:	Community Programs Manager
Reports to:	Director Legal and Client Services
Salary:	\$80,000
Location:	Head Office - 273 High Street, Preston, Victoria This position may require regional and interstate travel
Employment type:	Full-time
Identified Position:	This is an Aboriginal and/or Torres Strait Islander designated position, classified under Section 12 Special Measures of the Equal Opportunity Act 2010. This employment opportunity is only available to Aboriginal and Torres Strait Islander people.

About us

We were established as a community controlled organisation in 1973 to address the over-representation of Aboriginal and Torres Strait Islander peoples in the criminal justice system. The organisation has a long and proud history of providing legal and service support for Aboriginal Victorians who are experiencing or at risk of experiencing negative contact with the justice system and advocating locally, nationally and internationally for the rights of Aboriginal people.

We strive to:

- Promote social justice for Aboriginal and Torres Strait Islander peoples;
- Promote the right of Aboriginal and Torres Strait Islander peoples to empowerment, identity and culture;
- Ensure that Aboriginal and Torres Strait Islander peoples enjoy their rights, are aware of their responsibilities under the law and have access to appropriate advice, assistance and representation;
- Reduce the disproportionate involvement of Aboriginal and Torres Strait Islander peoples in the criminal justice system; and
- Promote the review of legislation and other practices which discriminate against Aboriginal and Torres Strait Islander peoples.



The organisation has grown over the years (with further expansion options being pursued) and now offers criminal, family and civil law services, client services support, community legal education and a range of community justice support programs in both Victoria and Tasmania.

The Tasmanian operation was established in 2015, the Tasmanian Aboriginal Community Legal Service (TACLS), a semi-autonomous operation for Tasmania.

We also established another semi-autonomous service in 2017, Balit Ngulu, a dedicated children and youth legal service for Aboriginal people in Victoria.

About the team

This section is responsible for delivering client focussed quality services for Aboriginal Victorians in contact with the justice system.

Legal and Client Services are co-located in this unit to drive an integrated, flexible and innovative approach to meeting client needs.

The section liaises and networks with other Aboriginal organisations and works with stakeholders to reduce negative contact Aboriginal people have with the justice system.

In conjunction with Executive and Corporate Services this section also advocates for improved justice outcomes and prepares specialist advice on legislation change.

The Director, with the PLOs ensures all legal standards and CLC Risk Management guidelines are met.

The PLO Tasmania Aboriginal Community Legal Service reports direct to the CEO but maintains a functional relationship with this section to ensure collegiate and professional support for delivery of high quality legal services.

Similarly the Practice Manager Balit Ngulu reports to the CEO but maintains a functional relationship with this area.



About the position

Overview

The Manager, Community Justice Programs manages the Statewide service delivery of five key community justice programs within VALS, the CSO Program, Community Legal Education, Local Justice Workers, Aboriginal Community Justice Panels and Post Release Support.

The CSO acts as liaison between VALS and Koories taken into custody by the police. The CSO has an educational role to prevent crime and, in conjunction with other facilities, to provide for alternative programs to the Indigenous Australian community.

The Local Justice Worker Program is a Statewide Department of Justice Program. VALS is funded for three of these positions, Dandenong, Heidelberg and Sunshine. The Program aims to contribute to improved justice outcomes by increasing the likelihood of successful completion of mandated community work, assisting people in managing their outstanding fines and any obligations relevant to fines and contributing to local efforts made by justice related agencies and businesses to improve justice outcomes for Koories.

Aboriginal Community Justice Panels were established in 1988. The Panels are community based and run by volunteers. Each Panel provides a call out service to police stations to check on the welfare of the person in custody, inform police of any health or welfare issues, arrange any referrals where appropriate to do so, assist/facilitate preventative and crime reduction activities.

The CLE Program increases access to justice for Koories by providing relevant, culturally appropriate information that empowers people to act on their rights. The information can be in various formats such as outreach, legal clinics, materials, merchandise and projects.

The post release support program provides support to people released from prison for a period of up to six months. The program supports the person in accessing services which will assist in resolving issues regarding housing, employment, education and training, family and community connectedness, alcohol and drugs, mental health and living skills.

Each area in this section will be expected to work in a collaborative manner with each other.



Key Performance Indicators, Duties & Responsibility

1. Manage the Statewide service delivery of the CSO, CLE, LJW, ACJP Programs and Post Release Support Programs, including meeting all reporting and financial management requirements, producing and maintaining all documents required for the effective management of the Programs;
2. Overseeing the VALS processes regarding E*Justice Notifications including follow up of late notifications;
3. Ensure effective communication and collaboration between program areas;
4. Liaising with the on-call CSO, the Aboriginal Community Justice Panel [ACJP] or Victoria Police when required;
5. Liaise and network with other Koori organizations and agencies to promote the CSO, CLE, LJW, ACJP and Post Release Support Programs and be aware of other programs in the State that will assist in the prevention or reduction of crime within Koori communities;
6. Liaise with police and other persons within the justice system to ensure delivery of a culturally relevant service;
7. Manage effectively, including provision of appropriate professional development plans and performance management assessments for VALS staff;
8. Represent VALS at various meetings and report back on those meetings to VALS management;
9. Report to the Board and CEO on the function of the CSO, CLE, LJW, ACJP and Post Release Support Programs, including opportunities to consolidate and strengthen the Programs, and identification of emerging issues and trends and advise recommended mitigation strategies to manage risk;
10. Produce all other reports required under various funding agreements to meet accountability requirements;
11. As directed, undertake other duties which are incidental and peripheral to the main tasks, provided that such duties are reasonably within the employee's skills, competence and training.

Key Selection Criteria

1. A demonstrated knowledge of the Victorian legal system.
2. An understanding of the legal issues faced by Victorian Aboriginal communities.



3. An in depth understanding of the relationships between the VALS, government agencies and Koori organizations.
4. Demonstrated managerial skills and/or qualifications, including the demonstrated ability to deliver Statewide services and manage teams spread across a wide geographical area.
5. Excellent written, verbal communication and interpersonal skills.
6. A commitment to, and understanding of, Victorian Aboriginal culture and community, and the ability to communicate effectively with members of those communities.
7. Knowledge and experience with Microsoft Office suite of products

Key Capabilities

1. Is committed to self-development – participates in learning programs.
2. Supports a cohesive team, motivates the team.
3. Anticipates, plans and prioritises work – manages competing demands.
4. Facilitates peer and team discussions to plan work demands.
5. Adheres to organisation policies and procedures.
6. Participates actively in management and team meetings – implements actions.
7. Is approachable, accessible and responsive.

How to apply

Please send your Resume/ CV together with a Cover Letter which addresses the Key Selection Criteria to jobs@vals.org.au.