



Njernda Aboriginal Corporation

NJERENDA ABORIGINAL CORPORATION

**POSITION DESCRIPTION**  
**ABORIGINAL FAMILY LED DECISION MAKING (AFLDM) CONVENOR**  
**ABORIGINAL IDENTIFIED POSITION**





**PURPOSE OF THE ROLE**


The Aboriginal Family Led Decision Making (AFLDM) Convenor plays a key role in facilitating culturally safe decision-making processes that support Aboriginal families involved with child protection. This role works collaboratively with families, Elders, respected persons, and key stakeholders to ensure the voices of Aboriginal children, young people, and their families are central in child protection planning and decision-making. The position is responsible for convening AFLDM meetings, engaging and preparing families for participation, and ensuring culturally appropriate supports are in place to achieve positive outcomes.

<b>Position Details</b>	
Position Title:	AFLDM Convenor
Location / Department / Division:	Family Services Unit, 103-107 Hare Street, Echuca
Reports to:	Practice Leader
Positions reporting to this role:	Nil
Hours:	Full-time, 37.5 hours per week
Budget / Funding:	
Award and Pay Level classification:	SCHADS Level: 3
Pay Point classification:	Pay Point: 4
Position Description last reviewed:	20/04/2026
<b>Key Accountabilities</b>	
<b>Enter key accountabilities</b>	
<ul style="list-style-type: none"> <li>• Convene and co-facilitate AFLDM meetings with families, Elders, and the Department of Families, Fairness and Housing (DFFH), ensuring culturally appropriate decision-making processes.</li> <li>• Engage and prepare families, extended family, and community members for participation in AFLDM processes, ensuring cultural safety and meaningful involvement.</li> <li>• Build strong relationships with internal and external stakeholders, including child protection, Aboriginal organisations, community service organisations, and Elders.</li> <li>• Advocate for the rights and cultural needs of Aboriginal children and families, ensuring cultural identity and connection are prioritised in decision-making processes.</li> <li>• Maintain accurate and up-to-date records, case notes, and program documentation in line with legislative and organisational requirements.</li> <li>• Promote understanding of AFLDM within the Aboriginal community, ensuring families are aware of their rights and options within the child protection system.</li> <li>• Participate in relevant training and professional development opportunities to enhance skills in family-led decision-making and child protection practice.</li> </ul>	

- Ensure all AFLDM meetings align with legal, ethical, and workplace health and safety (WHS) requirements.
- Undertake other tasks as directed by management in line with the objectives of the role.
- Organise and coordinate catering, fuel, and accommodation needs for families attending AFLDM meetings, ensuring logistical and financial supports are appropriately managed.

Organisational Responsibilities
Positively promote Njernda within and externally to the organisation
Comply with the Njernda Code of Conduct
Each employee has a responsibility to comply and promote practices with all Njernda policies and procedures and familiarise themselves with those relevant to their position
Comply with relevant registration bodies mandatory continuing professional development requirements as applicable, but not limited to case reviews, staff meetings, planning forums, service reviews and the integration of client feedback
Carry out all work and interactions in alignment with Njernda values, including maintaining confidentiality
Commitment to ensuring a culture of child safety, preventing child abuse, and abiding by the child safety principles
Each employee has a responsibility to comply with and promote relevant legislation and professional standards in relation to safety, quality and risk relevant to their position
Each employee has a responsibility to comply with and promote compliance with their industry standards and relevant regulatory requirements
Participate in performance appraisal and supervision processes
Follow all work / occupational health and safety policies and procedures associated with conducting activities on or offsite

Njernda Values	
All staff are expected to behave in a way that is in alignment with our values:	
<b>Respect</b> 	Establish relationships based on respect and trust. Treats people with dignity, fairly and openly. Demonstrates personal standards of consistency, tolerance and patience.
<b>Accountability</b> 	Taking ownership and initiative of Njernda values to ensure trusted collaborations are formed. Be thoughtful of the impact of one's own behaviour on others.
<b>Resilience</b> 	Encouraging cultural and spiritual growth to enable personal growth
<b>Advocacy</b> 	Working to transform the disadvantaged and challenge the causes that impact on our community.

<b>Cultural Sensitivity</b>	Welcoming and serving our community with understanding and without judgement.
	

Key Relationships	
Internal	External
Medical Unit	Department of Families, Fairness and Housing
Berrimba Childcare	Education Department and Schools
Wellbeing Unit	Aboriginal Community Controlled Organisations
Youth and Community Unit	Mainstream Community Services
Family Services Unit	Specialist services such as allied health
Corporate Services	
Selection Criteria	
Essential:	
Qualifications (what education level, professional licenses, and regulatory registration is required?)	
<ul style="list-style-type: none"> <li>A relevant qualification in Social Work, Community Services, or a related field, or extensive experience in the sector.</li> </ul>	
Skills (What skills are needed including any technical or interpersonal skills?)	
<ul style="list-style-type: none"> <li>Strong facilitation and mediation skills, with the ability to manage AFLDM meetings effectively.</li> <li>Excellent verbal and written communication skills, including the ability to engage diverse stakeholders.</li> <li>Strong advocacy skills to support Aboriginal children and families in culturally safe decision-making.</li> <li>Ability to maintain accurate case notes, reports and program documentation.</li> <li>High-level organisational and time management skills to coordinate multiple responsibilities effectively</li> </ul>	
Experience (what typer and how much experience is needed?)	
<ul style="list-style-type: none"> <li>Demonstrated experience in convening and facilitating decision-making meetings with Aboriginal families and stakeholders.</li> <li>Experience working with child protection, family services and other community engagement roles.</li> <li>Proven ability to engage with Aboriginal families in a culturally safe and strength-based manner.</li> <li>Experience collaborating with government agencies, community organisations and Aboriginal Community Controlled Organisations (ACCOs)</li> </ul>	
Satisfactory evidence of: Pre-employment checks not limited to at least two professional referees, proof of identity and qualifications, National police check, Working with Children's, full Victorian driver's license, disclosure of any pre-existing illness / injury and vaccination status in line with Njernda's current policy and procedure.	
Desirable:	
<ul style="list-style-type: none"> <li>Familiarity with the AFLDM model and its implementation in Victoria.</li> <li>Understanding of trauma informed practices</li> </ul>	

**TERMS & CONDITIONS OF EMPLOYMENT:**

Terms and conditions are in accordance with the Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: \_\_\_\_\_

Date: / / \_\_\_\_\_

Print Name: \_\_\_\_\_

PLEASE KEEP A COPY OF THIS POSITION DESCRIPTION FOR YOUR RECORDS

cc: Employee File