



NJERENDA ABORIGINAL CORPORATION

POSITION DESCRIPTION

Accreditation Coordinator

PURPOSE OF THE ROLE

The Accreditation Coordinator is responsible for ensuring Njernda meets the relevant laws, regulatory requirements, program funding and accreditation standards.



To work within the accreditation framework, the role involves various tasks, such as: conducting internal accreditation audits; managing documentation; managing compliance and accreditation processes; developing and implementing continuous Improvement plans; contributing to risk management; reporting; and stakeholder engagement.




Additionally, the Accreditation Coordinator participates in training and promotes a positive safety culture at Njernda Aboriginal Corporation.

Position Details	
Position Title:	Accreditation Coordinator
Location / Department / Division:	Corporate Services, 51-55 Heygarth Street, Echuca Vic 3564
Reports to:	Chief Executive Officer
Positions reporting to this role:	None
Hours:	Part time – 3 days per week, 22.5 hours per week
Budget / Funding:	Corporate
Award and Pay Grade / Level:	Award: SCHADS Level / Grade: 5
Pay Point classification (if applicable)	Pay point: 1
Position Description last reviewed:	04 September 2025
Key Accountabilities	
Position specific responsibilities for Accreditation role:	
<ul style="list-style-type: none">• Ensure Njernda adheres to relevant laws, regulations, program funding requirements and accreditation standards.• Support activities that review Njernda's internal processes including: policies and procedures; systems; workflows; state and federal regulatory program funding requirements; and applicable laws to ensure these meet professional standards.• Work within the accreditation framework with managers to coordinate internal audits and self-assessments to identify gaps; staff training needs; areas for improvement; and make necessary suggestions to improve systems and processes.• Identify, assess, and manage compliance risks including development of preventative measures and systems to minimise risk.	

<ul style="list-style-type: none"> Communicate and coordinate with internal and external stakeholders on regulations; program funding compliance and accreditation matters.
<ul style="list-style-type: none"> Manage and maintain accreditation documentation, including applications, submission and reports relevant to accreditation.
<ul style="list-style-type: none"> Assist Managers to coordinate accreditation assessment activities during accreditation/ regulatory reviews and site visits.
<ul style="list-style-type: none"> Prepare submission reports relevant to accreditation activities for management and external bodies.
<ul style="list-style-type: none"> Provide training and support for staff on accreditation requirements.
<ul style="list-style-type: none"> Manage the investigation of compliance breaches and non-compliance issues, within the accreditation framework.
<ul style="list-style-type: none"> Assist management to identify and implement improvements for compliance within the relevant standards
<ul style="list-style-type: none"> Any other relevant duties, within scope of skill level and training, as required by your manager from time to time.

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
Apply the highest level of confidentiality, understanding that confidentiality is an imperative for clients, their families, fellow employees and Njernda Aboriginal Corporation.
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:	
<div>Respect</div> <div></div>	<div>Establish relationships based on respect and trust.</div> <div>Treats people with dignity, fairly and openly.</div> <div>Demonstrates personal standards of consistency, tolerance and patience.</div>
<div>Accountability</div> <div></div>	<div>Taking ownership and initiative of Njernda values to ensure trusted collaborations are formed.</div> <div>Be thoughtful of the impact of one's own behaviour on others.</div>

Resilience 	Encouraging cultural and spiritual growth to enable personal growth
Advocacy 	Working to transform the disadvantaged and challenge the causes that impact on our community.
Cultural Sensitivity 	Welcoming and serving our community with understanding and without judgement.

Key Relationships	
Internal	External
Chief Executive Officer	Accreditation bodies
Chief Finance Officer	Government funding bodies
Corporate Service Administration	Relevant industry personnel
Managers	Relevant peak bodies contacts
Human Resources	
Compliance and Investigations officer	
Selection Criteria	
Essential:	
Qualifications <ul style="list-style-type: none"> Diploma or Certificate IV in Compliance; Auditing; Risk Management; Quality Management; or other relevant field or industry experience. 	
Skills <ul style="list-style-type: none"> Demonstrated knowledge of quality, audit, and risk management systems Demonstrated knowledge of social, community, home care and disability service industry accreditation and compliance regulations. Ability to train and educate others. High level organisational skills include the ability to prioritise and manage multiple tasks, meet deadlines, deliver quality and accurate work, and work within a team. High level skills in communication, critical thinking, and attention to detail. Demonstrated computer literacy – intermediate MS Office Suite 	
Experience <ul style="list-style-type: none"> Minimum of 2 years' experience in similar role. 	
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 Check, full Victorian driver's license, disclosure of any pre-existing illness / injury and vaccination status in line with Njernda's current policy and procedure, and as applicable – eligibility to work in Australia, professional/regulatory licenses, registration and current good standing, and clearance on aged care banning orders.	
Desirable:	
<ul style="list-style-type: none"> Work experience in a similar role in regional Victoria Degree in Quality, Auditing or Risk Management 	

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