



Njernda Aboriginal Corporation

**NJERNDABORIGINAAL CORPORATION**

**POSITION DESCRIPTION**

**Female Youth Worker**

**PURPOSE OF THE ROLE**

The Youth Worker is responsible for delivering culturally safe, trauma-informed alcohol and other drugs (AOD) and mental health services to Aboriginal and Torres Strait Islander young people aged 12-25

The role contributes to a structured 12-week program designed to improve social and emotional wellbeing, reduce substance misuse, promote healthy lifestyles and support long term outcomes.

The position operates within a holistic framework that integrates clinical practice, cultural healing methodologies, case management and community engagement.






<b>Position Details</b>	
Position Title:	Female Youth Worker
Location / Department / Division:	Youth and Wellbeing Services
Reports to:	Youth and Wellbeing Coordinator
Positions reporting to this role:	NIL
Hours:	37.5
Budget / Funding:	404001
Award and Pay Grade / Level:	Award: SCHADS Level / Grade: 3
Pay Point classification (if applicable)	Pay point: 1
Position Description last reviewed:	19/03/2026

<b>Key Accountabilities</b>
<p>Youth Workers assess individual clients’ personal needs and devise rehabilitative counselling and support services. They assist young people with any behavioral, emotional or social disadvantage. Njernda youth workers operate in a number of settings, such as youth hubs, outreach and engage with young people in public spaces.</p> <p>The youth worker provides advice on issues such as drug rehabilitation, mental health, youth justice, social and emotional wellbeing, education, homelessness and employment services.</p> <ul style="list-style-type: none"> <li>• Deliver trauma- informed, culturally safe AOD and mental health counselling (individual and group based)</li> <li>• Apply evidence based on therapeutic approaches.</li> <li>• Conduct intake, assessment and develop individual case management plans within required timeframes.</li> <li>• Review and update case plans regularly and coordinate pre and post exit support including 3, 6 and 12 month follow-ups.</li> <li>• Provide comprehensive case management and facilitate referrals to internal and external services.</li> </ul>

- Deliver structured aftercare and ongoing client follow-up support to promote sustained recovery outcomes.
  - Support cultural engagement through activities, elders and community connections.
  - Identify and respond to children and young people at risk to provide individual advice, counselling, groups and support services including outreach and the delivery of youth activities.
  - Raise client awareness of other existing youth programs
  - Provides a service that integrates with other Njernda services and programs to provide a comprehensive and holistic service to clients.
  - To work with families to provide a framework for working with, supporting and empowering children, young people and parents to devise methods of coping and maintaining wellbeing and a healthy lifestyle.
  - Liaise with external stakeholders to provide a tailored program to assist the client to be empowered to access and engage in services which aid their life journey.
  - Maintain accurate, secure and confidential client records in line with legislative and organisations requirements.
  - Collect and report client and program data in accordance with funding requirements.
  - Participate in program evaluation, continuous improvement activities, and quality assurance processes.
  - Contribute to codesign processes, work planning and implementation of program strategies.
  - Identify, report and support management of risks in service delivery, contributing to risk mitigation strategies
  - Comply with governance, accreditation standards, organizational policies and code of conduct requirements.
  - Create and maintain a child safe environment and act in the best interests of children and young people.
  - Attend to all administrative requirements of the role including data collection, report writing, supervision, performance review, training and development, attendance at forums and staff meetings.
  - Support with community engagement including the School Holiday programs and Junior Carnivals etc.
- Any other relevant duties, within scope of skill level and training, as required by your manager from time to time.

<b>Organisational Responsibilities</b>
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:	
<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	
<b>Internal</b>	<b>External</b>
Njernda Services	Schools within Njernda Catchment Headspace Echuca Regional Health Vic Police Campaspe Shire
Selection Criteria	
<b>Essential:</b>	
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Qualifications in Youth Work, Mental Health, alcohol and other drugs, social work or related field or working towards or willing to obtain.</li> </ul>	
<b>Skills</b> <ul style="list-style-type: none"> <li>Demonstrated experience working with aboriginal and Torres Strait Islander communities.</li> <li>Strong understanding of trauma informed practice, including intergenerational trauma.</li> <li>Demonstrated Case management and care coordination skills</li> <li>Strong interpersonal, communication and stakeholder engagement skills</li> <li>Ability to maintain accurate documentation and meet reporting requirements.</li> <li>Experience in delivering group programs and community education.</li> </ul>	
<b>Experience</b>	

- Experience in youth focused programs.
- 2 years experience in any of the above listed settings.

**Satisfactory evidence of:**

Pre-employment checks not limited to at least two professional referee reports, 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, negative alcohol and drug screening assessment, in line with Njernda’s 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:**

- Experience in AOD and/or mental health service delivery.

**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