



Njernda Aboriginal Corporation

## NJERENDA ABORIGINAL CORPORATION

### POSITION DESCRIPTION

#### Baroona Youth Healing Centre Manager (Identified role)

#### PURPOSE OF THE ROLE

The Baroona Youth Healing Centre Manager role is responsible for overseeing the day-to-day operations of Baroona Youth Healing Centre staff, participants, and the activities with in the Baroona Youth Healing Programme.

Position Details	
Position Title:	Baroona Youth Healing Centre Manager
Location / Department / Division:	Baroona- Murray Valley Highway, Echuca VIC 3564
Reports to:	CEO
Positions reporting to this role:	Baroona support workers
Hours:	37.5 hours per week, full time
Budget / Funding:	
Award and Pay Grade / Level:	Award: SCHADS Level: 7
Pay Point classification (if applicable)	Pay point: 1
Position Description last reviewed:	January 2026
Key Accountabilities	
<b>Enter key accountabilities</b>	
<ul style="list-style-type: none"> <li>This position will, under the direction of the CEO, lead the strategic and day to day operational management of Baroona Youth Healing Centre to ensure the Centre services are provided effectively and efficiently.</li> <li>Develop, and maintain a constructive, and positive workplace culture which facilitates employee collaboration / engagement, team spirit and support staff training and upskilling and provides an excellent service to the Aboriginal and Torres Strait community.</li> <li>Support the redevelopment of Baroona Youth Healing center and programs.</li> <li>Liaise with a range of services, programs and agencies on behalf of participants and Baroona Youth Healing Centre.</li> <li>Responsible for implementing culturally safe/appropriate, evidence based, trauma-aware embedded service delivery practices at the Centre.</li> <li>Organise, implement, and monitor and review all education, employment and training programs provided for young people during their Healing Journey.</li> <li>Organise, implement, and monitor and review all cultural, spiritual and traditional activities provided for young people during their Healing Journey.</li> </ul>	

<ul style="list-style-type: none"> <li>Organise, implement, and monitor and review all healing programs and services provided within the Healing Journey e.g. naturopathy, medical and other contemporary and alternative therapies.</li> </ul>
<ul style="list-style-type: none"> <li>Collaborate, liaise, participate, and convene regular meetings with various internal and external stakeholders individually to ensure positive outcomes.</li> </ul>
<ul style="list-style-type: none"> <li>Coordinate regular meetings with both the Intake Assessment Team and Baroona Youth Healing Centre Reference Group/Steering Committee.</li> </ul>
<ul style="list-style-type: none"> <li>Participate in subcommittees as required, advocating on behalf of Njernda with the build, consultations, redevelopment of program delivery.</li> </ul>
<ul style="list-style-type: none"> <li>Coordinate with Human Resources in recruitment, onboarding, employee management, offboarding, including participation in new employee orientation and ensure staff's strict adherence to Njernda's Human Resources policies and procedures.</li> </ul>
<ul style="list-style-type: none"> <li>Develop and manage staff rosters and staffing structure that ensures optimal workforce coverage and operational efficiency, and is consistent and in compliance with the budget, client support needs, and relevant Awards.</li> </ul>
<ul style="list-style-type: none"> <li>Ensure regular staff professional supervision is conducted and timely &amp; appropriate support is provided to department staff as required and facilitate their ongoing training and development.</li> </ul>
<ul style="list-style-type: none"> <li>Accurately complete, maintain and approve employee weekly timesheets timely, ensuring compliance with payroll and HR policies.</li> </ul>
<ul style="list-style-type: none"> <li>Process and manage employee leave requests accurately and timely, including annual, personal, and other leave types as per delegation of authority, while monitoring leave balances and entitlements for all of department's staff in coordination with payroll. Make recommendations to CEO/HR manager on family services' staff study/conference/professional development/training leave and leave without pay requests.</li> </ul>
<ul style="list-style-type: none"> <li>Ensure department staff appraisals / periodic performance reviews are completed on time and recorded on the employee HR files, and provide feedback and support to employees, as required.</li> </ul>
<ul style="list-style-type: none"> <li>Manage staff workflows, department budgets, and regulating expenses, to ensure there are sufficient funds, equipment, materials, and other resources necessary to deliver the operational outcomes.</li> </ul>
<ul style="list-style-type: none"> <li>Manage all Baroona Youth Healing Centre admissions and exits, including the completion of all relevant documentation e.g. Exit Form, liaison with CJP, Police and Intake Assessment Team.</li> </ul>
<ul style="list-style-type: none"> <li>Oversee and participate in the development of Care Plans, within 24 hours of a young person's admission to Baroona Youth Healing Centre.</li> </ul>
<ul style="list-style-type: none"> <li>Liaise with Njernda's OHS Coordinator to ensure compliance with OHS standards, conduct periodic OHS audits and promptly attend to OHS issues and timely escalation to OHS team or the CEO.</li> </ul>
<ul style="list-style-type: none"> <li>Actively participate and present activity reports at the monthly accountability meetings (MAM) held with CEO on Centre activities, including submission of written reports to the CEO on all Baroona Youth Healing Activities, utilization patterns etc.</li> </ul>
<ul style="list-style-type: none"> <li>Assist in the preparation of program / project briefings, business cases, funding proposals, submissions and reports, horticultural development submissions, as required by funding bodies, and the CEO, within designated time limits.</li> </ul>
<ul style="list-style-type: none"> <li>Support and actively participate in Baroona Youth Healing Centre evaluation and review processes.</li> </ul>
<ul style="list-style-type: none"> <li>Manage Baroona Youth Healing Centre budget in conjunction with the CEO.</li> </ul>
<ul style="list-style-type: none"> <li>Responsible for the maintenance and upkeep of the area designated as Baroona Youth Healing Centre and its grounds.</li> </ul>
<ul style="list-style-type: none"> <li>Any other relevant duties, within scope of skill level and training, as required by your manager from time to time.</li> </ul>

### 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:	
<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
Baroon Staff	Outback Academy
Njernda Management team	Community members
Farm volunteers	Funding agencies / Government Bodies
Corporate Services team	Department of Justice and Community Safety

	Department of Families, Fairness and Housing
	Echuca Regional Health
	Redevelopment Project stakeholders

<b>Selection Criteria</b>
<b>Essential:</b>
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Diploma qualification in management, social work, AOD, Mental Health, Community Services or equivalent.</li> </ul>
<b>Skills</b> <ul style="list-style-type: none"> <li>Demonstrated ability to work in a multidisciplinary, multifunctional, energetic and dynamic environment.</li> <li>Demonstrated ability to work in a complex, crisis driven and high-pressured environment.</li> <li>Demonstrated ability to plan, develop and case manage meaningful and achievable care plans in conjunction with, and on behalf of participants.</li> <li>Demonstrated good communication and interpersonal skills including the ability to negotiate and problem solve.</li> <li>Proven ability to interact and maintain credibility with a range of groups</li> <li>Extensive knowledge and understanding of Aboriginal culture, social and economic issues and local family network.</li> <li>Experience in delivering programs and services including but not limited to drug and alcohol, cultural, educational and recreational programs.</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>3 years of experience.</li> </ul>
<b>Satisfactory evidence of:</b> 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.
<b>Desirable:</b>
<ul style="list-style-type: none"> <li>Tertiary qualifications in management, social work, AOD, Mental Health, Community Services or equivalent.</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