



POSITION DESCRIPTION

Wayipungitj Worker Aboriginal Identified Position

PURPOSE OF THE ROLE

The Wayipungang Worker works alongside the other Wayipungang Worker as a team to promote cultural awareness and cultural safety across early years services in the Campaspe Shire LGA. The role supports Aboriginal and Torres Strait Islander children, families and community to access and participate in kindergarten, and works with educators and services to build culturally inclusive and welcoming environments.

POSITION DETAILS	
Position Title:	Wayipungitj Worker
Location / Department / Division:	Berrimba Child Care Centre, 94 Hare Street Echuca
Reports to:	Early Years Manager
Positions reporting to this role:	NIL
Hours:	Part Time
Budget / Funding:	500001 – KPSA
Award and Pay Grade / Level:	Award: Social, Community, Home Care and Disability Services Industry Award 2010 Level: 2
Pay Point classification (if applicable)	Pay point: 4
Position Description last reviewed:	27 July 2026
KEY ACCOUNTABILITIES	
• Support Aboriginal and Torres Strait Islander families to access and enrol their children in kindergarten across the Campaspe LGA. • Identify and help address barriers to enrolment and ongoing attendance. • Support children and families through the transition into kindergarten, and later into school. • Work with families and educators to maintain regular participation once children are enrolled. • Provide cultural perspective and advice to educators and teachers working with Aboriginal and Torres Strait Islander children and families. • Work directly with educators and teachers to embed Aboriginal and Torres Strait Islander culture, perspectives and ways of knowing within programs and learning environments. • Support kindergartens to create physical and social environments that are welcoming and culturally safe. • Build the cultural capability and confidence of educators, in partnership with the other Wayipungang Worker. • Build and maintain respectful relationships with Elders, community members and Aboriginal community-controlled organisations across the Campaspe LGA.	

- Attend Aboriginal Best Start meetings to help identify gaps in service delivery, and support family and community needs.
- Bring community voice and cultural knowledge into kindergarten programs and planning.
- Represent the service and community perspective at relevant local networks and forums.
- Build trust and strong relationships with Aboriginal and Torres Strait Islander families across the LGA
- Support families to navigate early years services, including enrolment, transitions and any concerns that arise.
- Work sensitively with families who may be wary of services, in a way that respects self-determination and family choice.
- Provide a consistent, culturally safe point of contact for families throughout their engagement with early years services.
- Work collaboratively with the other Wayipungang Worker as a team, sharing responsibilities, planning and cultural knowledge across the Campaspe LGA.
- Attend and actively contribute to Best Start meetings, helping to identify service gaps and emerging family and community needs.
- Support children and families through transition points, particularly the transition to kindergarten and the transition to school.
- Provide cultural perspective and guidance to educators and teachers working with young Aboriginal and Torres Strait Islander children.
- Partner with educators and teachers to embed Aboriginal and Torres Strait Islander culture within everyday programs and learning environments, not just for special events.
- Prepare and deliver biannual reports demonstrating progress against the four key focus areas and program outcomes.
- Use the BBW (Bubup Balak Wayipungang) planning template to plan ahead, monitor progress, and adapt approaches as community and family needs change.
- Maintain accurate records in line with organisational and reporting requirements.
- Report to the Early Years Manager and contribute to broader Early Years team planning and priorities.
- 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

NJERENDA VALUES	
All staff are expected to behave in a way that is in alignment with our values:	
Respect 	Establish relationships based on respect and trust. Treats people with dignity, fairly and openly. Demonstrates personal standards of consistency, tolerance and patience.
Accountability 	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.
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
Early Years Manager Berrimba Childcare Centre assistant Coordinator Berrimba Childcare Centre Educators and Staff Best Start Facilitator Koorie Kids Engagement Worker Families, Healing and Support Service Team Health and Ageing Team Corporate Services Team	Families, Parents, Carers and Elders. Department of Education Area office Koorie Engagement Support Officer (KESO) and Koorie Education Coordinator Victorian Aboriginal Education Association Inc. (VAEAI) Local Aboriginal Education Consultative Group (LAECG) Kindergarten services within the delivery area. Maternal and Child Health, local government and central enrolment schemes. Orange Door Other early Childhood and family service providers.
SELECTION CRITERIA	
Essential:	
Qualifications	
Certificate III in Early Childhood, Community Services, Education or related field/ or willingness to obtain.	
Skills	

- Connection to, and understanding of, Aboriginal and Torres Strait Islander culture and community in the Campaspe LGA or broader region, with experience working with Aboriginal children, families and community.
- Understanding of the barriers Aboriginal and Torres Strait Islander families may face in accessing early years services, including the impacts of past government and welfare intervention
- Ability to build trusted, respectful relationships with families, community members, Elders and service providers
- Sound communication, collaboration and relationship-building skills, including the ability to work closely as part of a two-person team
- Ability to travel independently across the Campaspe Shire LGA.
- Experience working within early childhood or education settings
- Knowledge of the Victorian Early Years Learning and Development Framework (VEYLDF) and early childhood quality standards
- Experience attending or contributing to Best Start or similar collaborative service networks
- Experience preparing reports or contributing to program planning and evaluation

Experience

- 2 years' experience in a similar role.

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:

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