



Njernda Aboriginal Corporation

NJERNDABORIGINAL CORPORATION

POSITION DESCRIPTION

Casual Yakapna Support Worker

PURPOSE OF THE ROLE

To provide support to parents, children and their families as they undertake their healing journey within Yakapna Centre.

The Yakapna Centre is a healing journey involving both a residential and an educative program, providing families with an opportunity of living on the premises fully supported, on a 24/7 basis, whilst learning a range of important skills and strategies which enable families to identify and draw on their own strengths.

The service objective is to provide intensive supports services to families coupled with culturally sensitive therapeutic practices preventing the need of the children to be placed away from home because of safety concerns; or enabling the safe return of children to the care of their family following placement in the out of home care system.

Our Yakapna Centre is seen as an enormous step in meeting the needs of our community by working in the “Best Interests” of our families and children, maintain the family unit, enhancing culture, family and community connections; providing preventative education for the future; ensuring access to a range of culturally sound services; and making real and lasting changes” that will last beyond the service. This holistic model of care is based on self-healing through trust, honesty, communication and accountability.

This vision has particularly been driven by past experiences and the need for strategies which ensure that children remain in our community.

Position Details	
Position Title:	Casual Yakapna Support Worker
Location / Department / Division:	Yakapna – Family Services
Reports to:	Yakapna Manager
Positions reporting to this role:	NIL
Hours:	Casual
Budget / Funding:	DFFH, funding code 302003
Award and Pay Grade / Level:	Award: SCHADS Level / Grade: 2
Pay Point classification (if applicable)	Pay point: 2
Position Description last reviewed:	22 July 2025
Key Accountabilities	
• Participate and contribute in ‘Handover’ meetings at commencement of each shift	

<ul style="list-style-type: none"> • To monitor and support the agreed routine for each family, as set out in their case plan and timetable. E.g. Support and gently encourage parent(s) as they tend to their children (bathing, bedtime, reading stories) in the evening.
<ul style="list-style-type: none"> • To undertake administration tasks such as completing timely and accurate case notes, case reviews and other administrative tasks associated with case management.
<ul style="list-style-type: none"> • Undertake general preparations for shift requirements such as. E.g. Linen checks, washing and storing linen, general house cleanliness.
<ul style="list-style-type: none"> • Assist in the buying of food and other household goods, and in the preparation of meals.
<ul style="list-style-type: none"> • Assist in the day-to-day running of the center in respect to household duties and property maintenance as determined by the manager.
<ul style="list-style-type: none"> • Securing Centre for the night. E.g. checking door and window locks.
<ul style="list-style-type: none"> • Providing families/parents with time to talk about their day, or any issues and concerns as required.
<ul style="list-style-type: none"> • Comply with Centre Policy and procedures and service & safety standards as indicated by the manager and agency manuals.
<ul style="list-style-type: none"> • Carry out the agencies policies and procedures related to service delivery, client practice (e.g. critical incident reports, mandatory reporting, missing residents) and staff conduct.
<ul style="list-style-type: none"> • Assist in maintaining a safe working environment for staff and residents.
<ul style="list-style-type: none"> • Completing daily accurate case notes for every day in line with program and reporting requirements
<ul style="list-style-type: none"> • Other duties as requested by Yakapna Management within your relevant scope.

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:

Respect 	Establish relationships based on respect and trust. Treats people with dignity, fairly and openly. Demonstrates personal standards of consistency, tolerance and patience.
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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
Njernda Services <ul style="list-style-type: none"> - Medical - Wellbeing - Family Services - Team leaders and Managers 	Clients <ul style="list-style-type: none"> Echuca Regional Health Department of Families, Fairness and Housing
Selection Criteria	
Essential:	
Qualifications <ul style="list-style-type: none"> • Certificate IV minimum in the field of Social Work, Social Welfare, Community Services and/or residential care or • Certificate IV in child, youth and family intervention (Residential and out of home care) including a mandatory trauma unit of competency 	
Skills <ul style="list-style-type: none"> • Extensive knowledge and understanding of Aboriginal culture, and good knowledge of the local Aboriginal community • Ability to work in a multidisciplinary, multifunctional, energetic and dynamic environment. • Ability to work in a complex, crisis driven, high pressured environment. • A Good understanding of the Child Protection service system. • Ability to work with children, parents and families especially those in crisis with complex needs e.g. substance abuse, mental health and family violence. • Ability to undertake Shift work, on a 24/7 rotating roster 	
Experience <ul style="list-style-type: none"> • Experience in working with Aboriginal families, local knowledge of the Aboriginal community • Experience in working with families affected by complex needs is highly desirable • Experience in working in a residential care or out of home care system 	
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:

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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