



NJERNDA ABORIGINAL CORPORATION

POSITION DESCRIPTION

**KEEPING CHILDREN SAFE IN CULTURE WORKER
ABORIGINAL IDENTIFIED POSITION**

PURPOSE OF THE ROLE

The Keeping Children Safe in Culture Worker plays a crucial role in ensuring that Aboriginal children and young people living in out-of-home care maintain strong connections to their family, culture and community. This position is responsible for supporting the development, endorsement, implementation, and review of cultural plans, which serve as essential tools in preserving and promoting a child's cultural connection while in care.

This role works closely with care teams, child protection practitioners, contracted case managers, and Aboriginal community organisations to ensure cultural plans are meaningful, and responsive to the unique cultural needs of each Aboriginal child. The worker will advocate for the inclusion of Aboriginal perspectives in decision-making, ensuring cultural safety and strengthening the child's sense of belonging

Position Details	
Position Title:	Keeping Children Safe in Culture Worker
Location / Department / Division:	Family Services Unit, 103-107 Hare Street, Echuca
Reports to:	OOHC Coordinator
Positions reporting to this role:	Nil
Hours:	22.5 hours
Budget / Funding:	ACCO Services - Family and Community Services (31260)
Award and Pay Grade / Level:	Award: SCHADS Level / Grade: 3
Pay Point classification (if applicable)	Pay point: 1
Position Description last reviewed:	21/12/2025
Key Accountabilities	
Collaborate closely with care teams, case managers, and child protection practitioners to develop, implement and refine Cultural Plans tailored to the identity, needs, and community ties of each Aboriginal child or young person in out-of-home care.	
Conduct thorough assessments of children's cultural needs and recommend culturally appropriate supports, including connections with family, Country, Elders, language, and community.	
Review and monitor Cultural Plans to ensure they are meaningful, trauma-informed, strengths-based, and meet departmental and community standards.	
Prepare Cultural Plans for endorsement by completing required assessment checklists and submitting clear recommendations to the Out of Home Care Manager and Chief Executive Officer for review and sign-off.	
Advocate for the cultural rights of Aboriginal children, including their right to maintain identity, kinship ties, language, and belonging to community and Country.	

Ensure Cultural Plans reflect the child's best interests as defined by Aboriginal communities and align with legislative principles and cultural safety frameworks.
Provide advice and consultation to care teams on cultural needs and available supports, including cultural mentors and Aboriginal community services.
Strengthen relationships between children in care and Aboriginal communities, Elders, cultural practitioners, and community organisations.
Partner with Aboriginal Community Controlled Organisations (ACCOs), DFFH, and mainstream services to ensure culturally informed decision-making is embedded across service systems.
Facilitate information sessions and support mainstream services to understand cultural planning protocols, responsibilities, and respectful engagement practices.
Regularly review the effectiveness of Cultural Plans and recommend improvements based on reflective practice, community feedback, and case progress.
Support the development and ongoing use of tools such as family trees
Provide specialist input in complex cultural planning matters, drawing on deep cultural knowledge and community connection.
Assist in the identification of service gaps and contribute to solutions that improve outcomes for Aboriginal children in care.
Complete tasks and responsibilities as directed by senior leadership, and actively participate in supervision and reflective practice to support ongoing professional development and quality service delivery.
Participate in reflective supervision, staff development, and team discussions to strengthen culturally responsive practice.
Maintain accurate and timely records in line with organisational and statutory requirements.
Ensure documentation and data management practices uphold confidentiality, cultural safety, and compliance with regulatory standards.
Contribute to organisational reporting and performance tracking through clear documentation of outcomes and recommendations.
Manage and maintain cultural planning data spreadsheets and tracking systems to ensure timely progress monitoring, accurate reporting, and accountability in cultural planning processes.
Prepare and submit letters or documentation for active court matters where a Cultural Plan is required, ensuring accuracy and timeliness.
Participate in and attend state-wide Cultural Planning Forums, both in-person and online, to stay informed of best practice developments and contribute to sector-wide dialogue.
Actively participate in professional development and team development activities to grow practice capability, support team cohesion, and uphold a culture of learning and reflection.
Participate in broader team activities that involve coordinating and supporting community events, cultural celebrations, and return to countries for children and young people.
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:

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
Medical Unit	Department of Families, Fairness and Housing
Berrimba Childcare	Mainstream Community Services
Wellbeing Unit	Aboriginal Community Controlled Organisation
Youth and Community Unit	Traditional Owner Groups
Family Services Unit	Aboriginal organisations and businesses

Selection Criteria

Essential:

Qualifications

Desired Diploma of Community Services

Skills

Ability to develop family trees and trace cultural heritage for Aboriginal children and families.

Strong ability to advocate for Aboriginal children's rights to maintain cultural identity and community connections.
Strong ability to review and monitor cultural plans, ensuring they meet the required standards.
Ability to engage and work collaboratively with government and mainstream agencies to improve cultural planning outcomes.
Proven ability to build relationships with Aboriginal Elders, community leaders and cultural mentors.
Excellent verbal and written communication skills to prepare cultural plans, reports and recommendations.
Ability to manage workload, deadlines and competing priorities in a fast-paced environment.
Experience
Deep understanding of Aboriginal culture, history and community dynamics.
Familiarity with Yorta Yorta kinship structures and the significance of family, Elders, and cultural connections.
Understanding of cultural planning processes
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:
Previous work experience in Aboriginal community organisations or cultural planning.

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