



Njernda Aboriginal Corporation

**NJERENDA ABORIGINAL CORPORATION**

**POSITION DESCRIPTION**

**Koorie Kids Engagement Worker**

**This is an identified position**

**PURPOSE OF THE ROLE**

The Koorie Kids Engagement Program (KKE) supports Aboriginal and Torres Strait Islander children and young people in the Echuca–Moama region to improve engagement in education, wellbeing, and extracurricular activities through culturally safe support.

The Koorie Kids Engagement Worker delivers the program by providing mentoring, cultural activities, and practical support, working in partnership with families, schools, and community stakeholders to improve school attendance and education outcomes in line with Closing the Gap targets.

<b>Position Details</b>	
Position Title:	Koorie Kids Engagement Worker
Location / Department / Division:	Youth and Wellbeing Unit
Reports to:	Youth and Wellbeing Coordinator
Positions reporting to this role:	NIL
Hours:	Full-time – 37.5 Hours
Budget / Funding:	401007
Award and Pay Grade / Level:	Award: SCHADS Award      Level / Grade: Level 3
Pay Point classification (if applicable)	Pay point: 1
Position Description last reviewed:	10 February 2026






<b>Key Accountabilities: Engagement</b>
<p><b>Youth Support and Mentoring</b></p> <ul style="list-style-type: none"> <li>• Provide one-on-one mentoring and support to KKE participants, using a case management approach based on each young person's needs</li> <li>• Support students to improve school attendance, engagement and learning outcomes.</li> <li>• Support participants to access development opportunities, including L2P program, leadership development, vocational education and employment pathways.</li> <li>• Support the planning and delivery of the holiday Program for the school holidays</li> </ul>
<p><b>Program delivery</b></p> <ul style="list-style-type: none"> <li>• Support families to give children a good start in life through improved early childhood development, care, education and school readiness</li> <li>• Support planning and delivery of an annual leadership camp for a minimum of five indigenous young people aged 18-24 years.</li> <li>• Improve literacy and numeracy</li> <li>• Assist with student transport to school, where required.</li> <li>• Support delivery of culturally appropriate activities that strengthen identity, confidence and wellbeing.</li> </ul>

<ul style="list-style-type: none"> <li>• Support successful transitions to further education and work</li> </ul>
<p><b>Family and Community Engagement</b></p> <ul style="list-style-type: none"> <li>• Work collaboratively with families and carers to strengthen relationships between children, schools and education providers.</li> <li>• Support families to navigate education systems and advocate for student needs.</li> <li>• Engage with the Local Aboriginal Education consultative group (VAEI) and the Koorie education workforce to strengthen outcomes for students.</li> <li>• Work cooperatively to engage young people in the local community events, e.g. Family days, NAIDOC week, Men’s and Women’s health events, etc</li> </ul>
<p><b>Partnerships and stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>• Build and maintain strong partnerships with Local organisations, including but not limited to:             <ul style="list-style-type: none"> <li>- Echuca College</li> <li>- Echuca East Primary School</li> <li>- St Mary’s Primary school</li> <li>- St Joseph’s College Echuca</li> <li>- Twin Rivers Primary School</li> <li>- 208 Primary School</li> <li>- CVGT</li> <li>- Echuca Police</li> <li>- VAEI</li> </ul> </li> <li>• Engage with the Department of Education and Training Victoria, School principals, Teachers, and Koorie Support Officers.</li> <li>• Contribute to the development of individual learning and engagement plans for students</li> <li>• Assist in maintaining a stakeholder engagement list detailing partnerships and support provided.</li> </ul>
<p><b>Referrals and wraparound support</b></p> <ul style="list-style-type: none"> <li>• Refer and support participants to access Njernda health and wellbeing services, including primary health and mental health supports.</li> <li>• Refer and support participants to access external specialized services, including speech therapy, allied health and employer mentoring programs.</li> <li>• Ensure culturally safe, coordinated service responses for children and youth.</li> </ul>
<p><b>Monitoring, Evaluation and Reporting</b></p> <ul style="list-style-type: none"> <li>• Collect and record data to support program evaluation, including:             <ul style="list-style-type: none"> <li>- School Attendance and Enrolment</li> <li>- Participation in extracurricular activities</li> <li>- Health, social and emotional well-being outcomes</li> </ul> </li> <li>• Support surveys and feedback collection from parents/carers and Educators</li> <li>• Assist with monitoring participant attainment (Year 10-12 Completion and transition to employment and training)</li> <li>• Contribute to performance reporting against Key Performance Indicators (KPI’s)</li> </ul>
<ul style="list-style-type: none"> <li>• Any other relevant duties, within the scope of skill level and training, as required by your manager from time to time.</li> </ul>

<p><b>Organisational Responsibilities</b></p>
<p>Positively promote Njernda within and externally to the organisation</p>
<p>Comply with the Njernda Code of Conduct</p>
<p>Each employee has a responsibility to comply with and promote practices with all Njernda policies and procedures, and familiarise themselves with those relevant to their position</p>
<p>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</p>

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 off-site

**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 our community.
<b>Cultural Sensitivity</b> 	Welcoming and serving our community with understanding and without judgment.

**Key Relationships**

Internal	External
Njernda Youth Services Njernda Medical Njernda Family Services Njernda Wellbeing Services Baroona Youth Healing Centre	VAEAI CVGT Department of Education and Training Echuca College Echuca East Primary School 208 Primary school Twin Rivers Primary School St Mary's Primary School St Joseph's College Echuca

Selection Criteria
<b>Essential:</b>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>A relevant qualification in Youth Work, Community Services, Social Work, Education support, Human Services or a related field.</li> </ul>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Demonstrated experience working with indigenous children and Youth, preferably in education or community settings</li> <li>Strong understanding of the cultural, social and educational needs of Aboriginal and Torres Strait Islander communities.</li> <li>Demonstrated knowledge and understanding of issues relating to the needs of at-risk Aboriginal young people in the area.</li> <li>Ability to build trusting relationships with young people, families, schools, partner organisations and the community to support coordinated wrap-around responses.</li> <li>Experience supporting or delivering youth or education-based programs, including planning and facilitating activities, supporting camps or group programs, maintaining records and contributing to monitoring, evaluation and reporting against program outcomes and KPI's.</li> <li>Experience identifying needs and facilitating referrals to internal and external services. Including health, mental health, allied health, vocational and employment support, ensuring culturally safe and coordinated service responses.</li> <li>Well-developed communication, engagement and Organisational skills, including the ability to engage effectively with young people, families, educators and stakeholders and maintain accurate documentation and reports.</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>2 years' experience in this role or similar.</li> </ul>
<p><b>Satisfactory evidence of:</b></p> <p>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.</p>
<b>Desirable:</b>
<ul style="list-style-type: none"> <li></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