

NJERNDA ABORIGINAL CORPORATION

**POSITION DESCRIPTION**

**Social, Emotional Wellbeing Project Officer – Male**

**PURPOSE OF THE ROLE**

The Social Emotional Wellbeing worker works with Health Services to identify clients who fall through serve gaps and are hardest to engage to provide a holistic approach and support access to a range of services that assist with skills of daily living, services, and linkages for carers of family with a mental illness, budgeting and financial management to ensure stable housing food, employment and family functioning.

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| **Position Details** |
| Position Title: | Social, Emotional Wellbeing Project Officer – Male  |
| Location / Department / Division: | Children, Youth and Community Services  |
| Reports to: | Community Manager  |
| Positions reporting to this role: | NIL |
| Hours: | 37.5 Hours  |
| Budget / Funding: | 402008 -9 |
| Award and Pay Grade / Level: | Award: SCHADS Award Level / Grade: Level 3  |
| Pay Point classification (if applicable) | Pay point: 1 |
| Position Description last reviewed: | August 2025 |
| **Key Accountabilities** |
| * To prioritise the development and delivery of services to people most in need and those at greatest risk, including those people with mental illness, their carers and their children.
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| * To improve coordination of community-based Aboriginal Health Services and improve their capacity to deliver timely, non-clinical mental health care
 |
| * To develop new service responses to address the S&EW and information needs of families, children, and young people.
 |
| * To improve access to mainstream mental health, primary health, and other community services thorough the development of local partnership agreements.
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| * To assist the skills and capacity of the Aboriginal health workforce.
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| * To improve mental health literacy within all sections of Aboriginal communities.
 |
| * To increase the level of community participation in a broad range of mental health initiatives promoting activities across all age groups
 |
| * To add to the evidence, base for effective S&EW interventions
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| **The Social and Emotional Wellbeing Worker will have the following functions** |
| * Convene regular local networks of Aboriginal workers to share program information and undertake joint planning in meeting local family and community needs.
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| * Assist with the establishment of Service Co-ordination with an emphasis on screening and assessment and electronic referral between programs.
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| * Work with Aboriginal Health Service programs to identify clients who fall through service gaps and are hardest to engage (for example, people who fail to comply with mental health and drug and alcohol treatment).
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| * Undertake Mental Health First Aid Instructor Training and deliver MHFA training as required.
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| * Negotiate Memorandums of Understanding and Partnership Agreements with local mainstream mental health and community services.
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| * Develop submission writing skills and prepare a submission to address priority needs within the community. Develop services when funding is secured. The primary focus will be on the needs of children and young people in the priority age group 16-24 years and their carers. This includes the promotion of positive parenting and early intervention to services clients and their families before crises arise.
 |
| * Establish health promotion and recovery-focused programs such as carers’ groups, men’s groups, youth activity groups, elders’ groups, art groups, sporting activities and so on.
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| * Source health (mental health and physical health) information and arrange display and distribution.
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| * Arrange participation by the Aboriginal community in health promotions such as Mental Health Week, NAIDOC week and so on.
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| * Any other relevant duties, within the scope of skill level and training, as required by your manager from time to time.
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| Through the above functions, measurable improvements will be achieved in preventing the escalation of mental health problems, providing population-based interventions targeting risk factors in Aboriginal communities, ensuring early access to appropriate health care, supporting families ‘capacity to promote recovery and engaging people with mental illness in culturally appropriate community activities. |

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| **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 |

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| **Njernda Values** |
| All staff are expected to behave in a way that is in alignment with our values: |
| **Respect****A black and white image of hands shaking  Description automatically generated** | Establish relationships based on respect and trust.Treats people with dignity, fairly and openly.Demonstrates personal standards of consistency, tolerance and patience. |
| **Accountability****A person with arms raised in front of other people  Description automatically generated** | 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****A black hand with a fist  Description automatically generated** | Encouraging cultural and spiritual growth to enable personal growth |
| **Advocacy****A black icon with a hand holding a megaphone  Description automatically generated** | Working to transform the disadvantaged and challenge the causes that impact our community. |
| **Cultural Sensitivity****A white circle on a black background  Description automatically generated** | Welcoming and serving our community with understanding and without judgment. |

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| **Key Relationships** |
| **Internal** | **External** |
| Njernda Services  | Echuca Regional Health  |
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| **Selection Criteria** |
| **Essential:** |
| **Qualifications** * Certificate IV in Mental Health, Community Services or Alcohol and Other Drugs or similar field.
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| * Mental Health First Aid.
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| **Skills**  |
| * Knowledge and understanding of spiritual and emotional well-being issues of the local Aboriginal community.
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| * Ability to work in a multidisciplinary, multifunctional, energetic and dynamic environment.
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| * Extensive knowledge and understanding of Aboriginal culture, social and economic issues, and local family networks.
 |
| * Ability to provide written reports and statistical data reporting
 |
| * Knowledge of local Aboriginal and Mainstream services
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| * Ability to liaise and communicate with a range of people and agencies, including people from a range of different social and economic backgrounds.
 |
| * Ability to plan, develop and case manage meaningful and achievable care plans in conjunction with, and on behalf of, participants.
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| * Ability to work with children, parents, and families, especially those with complex needs e.g. substance abuse, mental health, and family violence.
 |
| **Experience** *(what type and how much experience (e.g. 3 years) is needed?)* |
| * Experience working within an Aboriginal Community Controlled organisation
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| **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:** |
| * Diploma of Community Services
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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