



Njernda Aboriginal Corporation

NJERNDABORIGINAL CORPORATION

POSITION DESCRIPTION






Casual Staff Pool – Various Roles

PURPOSE OF THE ROLE

Njernda Aboriginal Corporation seeks to build a pool of skilled and reliable casual staff to support our services when additional staffing is required. Casual roles may be available across administration, early childhood, youth programs, family services, health, events, and other community-based programs.

Position Details	
Position Title:	Casual Staffmembers
Location / Department / Division:	Administration, early childhood, youth programs, family services, health, events, and other community-based programs.
Reports to:	Relevant Program Manager
Positions reporting to this role:	Nil
Hours:	Casual
Budget / Funding:	N/A
Award and Pay Grade / Level:	Award: Relevant Applicable Award Level / Grade: N/A
Pay Point classification (if applicable)	Pay point: N/A
Position Description last reviewed:	August 2024
Key Accountabilities	
<ul style="list-style-type: none">• Provide program and service support in line with skills and experience• Work collaboratively with team members to deliver safe, effective and culturally appropriate services	
<ul style="list-style-type: none">• Assist with community events, activities and program delivery• Maintain timely and accurate records and comply with program reporting requirements.• Adhere to organisational policies, procedures and work health and safety standards and requirements• Uphold Njernda's values, and have a commitment to Aboriginal self-determination.	
<ul style="list-style-type: none">• Any other relevant duties, within scope of skill level and training, as required by your manager from time to time.	

Organisational Responsibilities	
	<ul style="list-style-type: none"> Positively promote Njernda within and externally to the organisation
	<ul style="list-style-type: none"> Comply with the Njernda Code of Conduct
	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> Carry out all work and interactions in alignment with Njernda values
	<ul style="list-style-type: none"> Apply the highest level of confidentiality, understanding that confidentiality is an imperative for clients, their families, fellow employees and Njernda Aboriginal Corporation.
	<ul style="list-style-type: none"> Commitment to ensuring a culture of child safety, preventing child abuse, and abiding by the child safety principles
	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> Each employee has a responsibility to comply with and promote compliance with their industry standards and relevant regulatory requirements
	<ul style="list-style-type: none"> Participate in performance appraisal and supervision processes
	<ul style="list-style-type: none"> 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
N/A	N/A
Selection Criteria	
Essential:	
Qualifications <ul style="list-style-type: none"> Relevant skills, qualifications and/or experience for the type of role you are applying for (e.g. administration, childcare, youth work, family support, health, events) as per role specific position description. Qualifications relevant to the area of work (e.g. Certificate III in Community Services, Early Childhood, Business Administration) 	
Skills <ul style="list-style-type: none"> Commitment to working in a culturally respectful and safe manner with Aboriginal and Torres Strait Islander people. Ability to work flexibly and adapt to different roles and work environments Good communication and teamwork skills Reliability and punctuality 	
Experience <ul style="list-style-type: none"> Relevant skills, qualifications and/or experience for the type of role you are applying for (e.g. administration, childcare, youth work, family support, health, events) as per role specific position description. 	
Satisfactory evidence of: <ul style="list-style-type: none"> Valid and Current Working with Children Check (Victoria) Valid and Current Police Check (or willingness to obtain) Valid and Current driver's licence Evidence of qualifications (as required for specific roles) <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>	
Desirable:	
<ul style="list-style-type: none"> Experience working in an Aboriginal Community Controlled Organisation or with Aboriginal communities Current First Aid certificate 	

TERMS & CONDITIONS OF EMPLOYMENT:

- Employment is subject to a probationary period in accordance with organisational policy
- Engagement in the casual pool does not guarantee regular hours - work will be offered as required
- Hours, duties, and locations may vary depending on program needs

ACKNOWLEDGEMENT BY APPLICANT

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