



Njernda Aboriginal Corporation

NJERnda ABORIGINAL CORPORATION

POSITION DESCRIPTION

SENIOR ABORIGINAL CHILD SPECIALIST ADVICE AND SUPPORT SERVICE (ACSASS) WORKER ABORIGINAL IDENTIFIED

PURPOSE OF THE ROLE

The Senior Aboriginal Child Specialist Advice and Support Service (ACSASS) worker provides expert advice and case consultation to Child Protection about culturally appropriate intervention in respect of all reports regarding the abuse or neglect of Aboriginal children and regarding significant decisions in all phases of Culturally appropriate child protection intervention. In accordance with the Best interests' principles and decision-making principles in the case of an Aboriginal child, you will provide consultation to Child Protection in relation to all Best interests planning decision making and meetings, including the protective plan and review meetings, particularly where this relates to involving relevant members of the child's Aboriginal community.

Position Details	
Position Title:	Senior ACSASS Worker
Location / Department / Division:	Families, Healing and Support Services
Reports to:	Families Healing and Support Services Manager
Positions reporting to this role:	1
Hours:	Full-time, 37.5 per week
Budget / Funding:	Child Protection & Family Services-ACSASS
Award and Pay Grade / Level:	Award: SCHADS Level / Grade: 5
Pay Point classification (if applicable)	Pay point: 1
Position Description last reviewed:	05/02/2026

Key Accountabilities
<ul style="list-style-type: none">Assist with the intake of Child Protection referrals between Bendigo and District Aboriginal Corporation and Njernda Aboriginal Corporation
<ul style="list-style-type: none">Provide consultation to Child Protection on all significant decisions and actions concerning Aboriginal children and young people, ensuring a culturally informed and effective response to the protection of Aboriginal children from harm
<ul style="list-style-type: none">Provide an Aboriginal perspective on risk assessment and safety assessments for Aboriginal children and young people
<ul style="list-style-type: none">Participate in the planning of an investigation including the first visit with Child Protection
<ul style="list-style-type: none">Attend joint visits with Child Protection to investigate protective concerns, where there are no family objections

<ul style="list-style-type: none"> • Assist children, young people and families to better understand the reasons for Child Protection’s involvement and the investigation processes
<ul style="list-style-type: none"> • Provide information and advice to Child Protection on the child’s family and community, suitable local support services and community networks for the purpose of referral
<ul style="list-style-type: none"> • Assist Child Protection to identify and involve the child’s extended family and community members in decision making and Best interests planning
<ul style="list-style-type: none"> • Where appropriate and agreed to by the child and family, participate in Best interests planning meetings, including those held as Aboriginal Family Decision Making meetings
<ul style="list-style-type: none"> • Provide advice to Child Protection on making a decision to place an Aboriginal child in out-of-home care and, where a decision has been made to place the child in out-of-home care, ACSASS will provide advice to Child Protection on placement options with regard to the Aboriginal Child Placement Principle and ensuring the Statement of Recognition principles are applied.
<ul style="list-style-type: none"> • Provide advice and, where appropriate, direct involvement in the assessment and investigation of quality of care concerns relating to Aboriginal children
<ul style="list-style-type: none"> • Assist Child Protection in Cultural Support planning for Aboriginal children in out-of-home care
<ul style="list-style-type: none"> • Provide advice to Child Protection on reports concerning unborn children (where the mother is Aboriginal, or the family is known to be Aboriginal)
<ul style="list-style-type: none"> • Provide advice to Child Protection on irreconcilable differences applications concerning Aboriginal children
<ul style="list-style-type: none"> • Provide advice to Child Protection and, where appropriate, direct involvement in the investigation of Therapeutic Treatment Reports concerning Aboriginal children
<ul style="list-style-type: none"> • Provide advice to Child Protection on the interstate movement of Aboriginal children subject to protection orders under the Transfer of Child Protection Orders and Proceedings
<ul style="list-style-type: none"> • Provide after-hours consultation to Child Protection regarding risk, safety planning, placement decisions and immediate protective actions for Aboriginal children and young people.
<ul style="list-style-type: none"> • Provide professional supervision, guidance and cultural mentoring to ACSASS staff in accordance with organisational policies and practice standards.
<ul style="list-style-type: none"> • Support staff to apply culturally informed risk assessment, safety planning and decision-making frameworks in complex and high-risk cases.
<ul style="list-style-type: none"> • Monitor staff workload, case complexity and practice quality, escalating concerns and risks to management as required.
<ul style="list-style-type: none"> • Contribute to staff development through coaching, reflective practice, secondary consultation and participation in training and practice improvement activities.
<ul style="list-style-type: none"> • Support the induction, orientation and ongoing professional development of new ACSASS staff.
<ul style="list-style-type: none"> • Maintain accurate, timely and high-quality documentation in line with organisational, funding and Child Protection requirements.
<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.

<p>Organisational Responsibilities</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 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>
<p>Carry out all work and interactions in alignment with Njernda values</p>
<p>Apply the highest level of confidentiality, understanding that confidentiality is an imperative for clients, their families, fellow employees and Njernda Aboriginal Corporation.</p>

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	Education Department and Schools
Wellbeing Unit	Aboriginal Community Controlled Organisations
Youth and Community Unit	Mainstream Community Services
Family Services Unit	Specialist services such as allied health
Corporate Services	

Selection Criteria

Essential:
Qualifications
<ul style="list-style-type: none"> Relevant Degree in Social Work or Diploma of Welfare/ Community Services or related fields

Skills
<ul style="list-style-type: none"> • Demonstrated sound knowledge of the local issues, strengths and needs of Aboriginal and Torres Strait Islander communities, including contemporary challenges faced by Aboriginal children, young people and families.
<ul style="list-style-type: none"> • Demonstrated understanding of the historical and systemic factors impacting Aboriginal families, including the intergenerational impacts of child removal, trauma and disadvantage.
<ul style="list-style-type: none"> • Demonstrated understanding of child and adolescent development, family dynamics and evidence-informed intervention strategies related to the protection of children and young people from abuse and neglect.
<ul style="list-style-type: none"> • Demonstrated knowledge of relevant legislation, policies, programs and practice frameworks relating to child welfare and child protection, including the Aboriginal Child Placement Principle and Statement of Recognition principles.
<ul style="list-style-type: none"> • Well-developed interpersonal and communication skills, with the demonstrated ability to communicate respectfully and effectively with Aboriginal children, families, Elders and community members.
<ul style="list-style-type: none"> • Demonstrated capacity to work effectively within statutory and community-based community services programs.
<ul style="list-style-type: none"> • Demonstrated ability to engage Aboriginal children and families in collaborative planning, decision making and problem solving.
<ul style="list-style-type: none"> • Demonstrated skills in convening, facilitating and mediating group discussions to achieve culturally appropriate outcomes, including in complex or high-risk situations.
<ul style="list-style-type: none"> • Ability to work collaboratively with a range of stakeholders while maintaining cultural integrity, professional boundaries and ethical practice.
<ul style="list-style-type: none"> • Demonstrated experience in preparing high-quality written reports, including analytical reports using statistical and service delivery data, and maintaining accurate and timely case notes.
<ul style="list-style-type: none"> • Demonstrated experience in staff supervision, support and performance management, including the provision of reflective practice, coaching and guidance.
<ul style="list-style-type: none"> • Strong problem-solving skills, applying a strengths-based approach to analyse complex situations, identify underlying issues and propose practical and culturally appropriate solutions for clients and staff.
Experience
<ul style="list-style-type: none"> • 4 years of experience in similar role
<p>Satisfactory evidence of:</p> <p>Pre-employment checks not limited to at least two professional referee reports, 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, negative alcohol and drug screening assessment, in line with Njernda's 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"> • Previous experience working in the ACSASS program

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