



Njernda Aboriginal Corporation

## NJERnda ABORIGINAL CORPORATION

### POSITION DESCRIPTION (Identified position)

#### Koorie Supported Playgroups Facilitator- Yarka Yaka Daya

##### PURPOSE OF THE ROLE

The Koorie Supported Playgroup aims to provide a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander children and their families with children aged 0- 5 years can connect, learn, and grow together. The role of the Yarka Yarka Daya Playgroup Facilitator is to strengthen early childhood development through play-based learning, support positive parenting, and promote strong cultural identity and community connection.

This position works in partnership with families, community members, and local services to ensure families are supported holistically—socially, emotionally, culturally, and educationally—helping children transition successfully into early learning and school environments

Position Details	
Position Title:	Koorie Supported Playgroups Facilitator- Yarka Yaka Daya
Location / Department / Division:	Berrimba Child Care Centre
Reports to:	Early Years Manager
Positions reporting to this role:	Nil
Hours:	22.5 per week, part-time
Budget / Funding:	DFFH Koorie Supported Playgroup
Award and Pay Grade / Level:	Award: Children's Services Award Total \$40.00 per hour
Pay Point classification (if applicable)	None
Position Description last reviewed:	24/11/2025

Key Accountabilities	
<ul style="list-style-type: none"> <li>Plan, organise, and deliver culturally safe and engaging playgroup sessions for Aboriginal and Torres Strait Islander children and their families</li> <li>Create a welcoming, inclusive, and culturally respectful environment that encourages participation and strengthens family connections</li> <li>Develop relationships with services such as MCH, child first, orange door, ERH, community and local services supporting families to attend supported playgroup</li> </ul>	

- Complete a session plan for each month with a variety of topics planned and the session plan includes some sessions with guest speakers and some sessions to enhance self-care to participants
- Organise and setup venue for each meeting, including completing necessary safety checks and preparing group resources required for the meeting.
- Support children's wellbeing and development through regular positive interactions with their parents and/or carers
- Developing parenting skills and confidence to support children's development
- Organise visiting professionals and community members to meet the group periodically and maintain an attendance record for each session conducted
- Be responsive to local community and family needs and promote parent participation in the design and content of program
- Embed Aboriginal culture, language, and traditions within playgroup activities
- Support children and families to build pride in their cultural identity and connection to the community
- Actively seek and encourage parent input into program planning and involvement in program activities as appropriate
- Provide regular information to clients on playgroup programs, service operation and child development for parents in the form of newsletters, posters and notices
- Provide feedback to parents on their child/ren's progress and promptly alert them to any development issues/challenges
- Actively participate in community events, networks, and partnerships that strengthen outcomes for families
- Maintain case / meeting attendance records, collect and maintain data, and contribute to program reporting and evaluation
- Provide regular reports (each month) to the coordinator on the implementation and review of the program
- Complete within required timelines all relevant program related reports and data collections required by funding bodies
- Document and report on any maintenance issues related to equipment and materials used within the program
- Ensure a safe and supportive play environment for all participants
- Participate in the overall development and implementation of the strategic and business plans of the Centre
- Participate in the Centre's regular staff meetings and professional development workshops as required
- Follow organisational policies and procedures, including child safety and cultural safety standards
- 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 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 on our community.
<b>Cultural Sensitivity</b>  	Welcoming and serving our community with understanding and without judgement.

### Key Relationships

Internal	External
Early Years Manager	Community members, Families & Children
Njernda Management & staff	Stake holders, funding agencies, service providers
	Allied health professionals

### Selection Criteria

<b>Essential:</b>
Qualifications <ul style="list-style-type: none"> <li>Working towards or qualified Certificate 3, Diploma or Bachelor in relevant Early Childhood Qualification or diploma of community services</li> <li>Food Safety Supervisor Certificate</li> <li>Safe Food Handling Certificate</li> </ul>

- Demonstrated knowledge and understanding Aboriginal culture and challenges in delivering trauma informed care practices in an Aboriginal community-controlled childcare centre.
- Sound knowledge of early Childhood development, childcare standards and framework, provision of childcare services, and Children’s Services regulations.
- Demonstrated experience in working with a multi-disciplinary workforce consisting of educators, teachers, carers, support, and admin staff.
- Excellent written, oral communication skills, and ability to work collaboratively.
- Well-developed critical thinking skills.

**Experience**

- 2-3 years of experience working in an early childhood setting or similar professional field, and relevant experience in the food preparation industry

**Satisfactory evidence of:**

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.

**Desirable:**

- Regional Australian experience

**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