



## NJERNDA ABORIGINAL CORPORATION

### POSITION DESCRIPTION

#### Youth and Wellbeing Coordinator (Aboriginal identified)

#### PURPOSE OF THE ROLE

Under the limited direction of the Youth and Well-being Manager, the Youth and Well-being Coordinator is responsible for assisting the Youth and Well-being Manager by coordinating the day-to-day running of the activities of the below mentioned programs and services offered by the Youth and Well-being services. The Youth and Well-being Coordinator works very closely with the department's staff and trainees, providing expert advice and assistance to successfully implement the policies and procedures of Njernda Aboriginal Corporation and coordinates an effective and efficient service delivery, meeting program objectives and delivery of positive outcomes, working in close partnership with Aboriginal and mainstream agencies to better support the community.

Programs include:	
Drug and Alcohol support	Social Emotional Wellbeing (SEWB) Services
Bringing them Home	Njernda Wellness Centre
Youth support programs	Baroona Day program
Homework Club	Holiday program
Youth Justice	Local Justice
Community Engagement Programs	School Assistance
Dual Diagnosis (Mental Health)	

Position Details	
Position Title:	Youth and Wellbeing Coordinator
Location / Department / Division:	Youth and Wellbeing Services, 59 McMillan Road Echuca
Reports to:	Youth and Wellbeing Manager
Positions reporting to this role:	22 currently
Hours:	37.5 per week, full time
Budget / Funding:	Youth and Well-being
Award and Pay Level classification:	SCHADS 2010
Pay Point classification:	Level: 6 Pay Point: 1
Position Description last reviewed:	25 November 2025

### Key Accountabilities

- This position will, under the limited direction of Youth and Well-being Manager, coordinate the day-to-day operational management of the programs and services provided within Youth and well-being space (listed as above), and ensure service delivery is timely, culturally safe/appropriate, of high standard, and within the program guidelines, budgeted funding and staffing FTE, ensuring compliance with legislations and standards; and respond to the evolving needs of young people.
- Provide expert advice and assistance on the culturally safe/appropriate, trauma-aware embedded service delivery of the youth and well-being programs and services and achieving and recording of targets.
- Ensure the smooth and efficient coordination of daily activities, programs, and services including scheduling, resource allocation, and task prioritisation.
- Assist the Youth and Well-being Manager to develop, and maintain a constructive, and positive workplace culture which facilitates employee engagement, team spirit, clear communication, alignment on priorities, and collaborative problem-solving, promoting transparency, shared learning, and a culture of open dialogue, and support staff training and upskilling and facilitates an excellent service to the Aboriginal and Torres Strait community.
- Assist and advise the Youth and Well-being team members and clients to risk assess, plan, develop, deliver, monitor/review, and analyse case management plans, and to develop strategies to continually improve the quality of services delivered.
- Active and regular professional supervision and on the job support of assigned program and service staff, and trainees to ensure that they work within policy & procedure, ensuring staff and trainees comply with all case management requirements, and proper use of electronic data systems for mandatory internal and external reporting and timely and accurate recording of case management information and relevant notes in the relevant database.
- Identify and manage risks associated with programs and services, ensuring timely and appropriate responses to incident management, and promoting a safe and supportive environment for staff and clients.
- Coordinate with Youth and Well-being Manager in the hiring process to fill the budgeted FTE, and in developing and reviewing relevant role position descriptions.
- Coordinate with Human Resources in the recruitment, onboarding, employee management, offboarding, including organising new employee orientation and ensure staff's strict adherence to Njernda's Human Resources policies and procedures.
- Provide department specific orientation to trainees and students.
- Identify training needs of the staff and trainees and make recommendations to the Youth and Well-being Manager to facilitate their ongoing training and development and supporting the professional growth of team members through coaching, and ensuring staff have the skills and confidence to deliver high-quality youth and wellbeing services.
- Coordinate with Youth and Well-being Manager in conducting timely staff and trainee appraisals / periodic performance reviews.
- Organise and manage regular meetings with staff, trainees, families, and internal and external stakeholders.
- Regularly and actively monitor staff workflows, department budgets, and regulating expenses, to ensure there are sufficient funds, equipment, materials, and other resources necessary to deliver the quality operational outcomes. Escalate timely, any relevant issues identified to Youth and Well-being Manager with recommendations.
- Actively assist Youth and Well-being Manager in the development of relevant policies and procedures for the department service delivery operations and outcomes.
- Assist the Youth and Well-being Manager in the preparation of program / project briefings, business cases, funding proposals, federal and state Government submissions and reports as required by the funding bodies, government agencies and the CEO.
- Prepare and submit all required reports to funding bodies accurately and within designated timeframes.

- Actively assist the Youth and Well-being Manager, in the assessment, review, and evaluation of program models of care including costs, best practice guidelines, through data analysis, feedback, and evaluation outcomes to design service planning, monitor program effectiveness, and support evidence-based improvement of youth and wellbeing initiatives.
- Participate in research and development activities and keeping up to date with trends and advancement in family and child protection activities.
- Backfill Youth and Well-being Manager role during period of leave, ensuring continuity of leadership and operational oversight.
- Any other relevant duties, within scope of skill level and training, as required by Youth and Well-being 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, including maintaining confidentiality

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 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 on our community.
<b>Cultural Sensitivity</b> 	Welcoming and serving our community with understanding and without judgement.

<b>Key Relationships</b>	
<b>Internal</b>	<b>External</b>
Youth and Wellbeing team	Regional stakeholders
Other departments of Njernda	Funding agencies and other Service providers
	Department of Human Services
	Department of Families Fairness and Housing
	ACCHOs and VACCHO

<b>Selection Criteria</b>	
<b>Essential:</b>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Bachelor's degree or Post Graduate Qualification in the fields of Social Work or Community Services or a related field.</li> <li>Mental Health First Aid qualification– or willingness to obtain</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Demonstrated capacity and knowledge of managing intensive support program relevant to children, youth and well-being services.</li> <li>Demonstrated understanding of the Child Youth and Families Act, mental health systems and child protection procedures.</li> <li>Demonstrated ability to connect with Aboriginal youth, families and carers in cultural appropriate manner and understanding of issues and needs of Aboriginal families in the area.</li> <li>Experience in managing staff, developing strong team spirit, and managing conflict within the team.</li> <li>Demonstrated experience in program development and managing teams.</li> <li>An ability to communicate effectively and handle issues in a sensitive manner.</li> <li>An ability to conduct professional supervision, assess staff learning needs, review performance, and address performance management issues.</li> <li>Demonstrated strong written, verbal communication and computer skills.</li> <li>Demonstrated ability develop and work collaboratively partnerships with external parties</li> <li>Understanding financial controls and procurement procedures required by programs and overseeing staff procurements</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>3 years of experience in a similar role</li> </ul>
<b>Satisfactory evidence of:</b>	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:**

- Work experience in regional Australia, in an Aboriginal organisation

**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





## JOB REQUISITION AND APPROVAL FORM

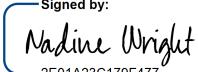
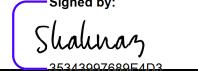
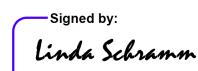
*This form can be completed electronically, and signed via DocuSign*

<b>Position Title:</b>	Youth and Wellbeing Coordinator			<b>Supervisor / Hiring manager:</b>	Youth and Wellbeing Manager	
<b>Department:</b>	Youth and Wellbeing Services			<b>Position location:</b>	59 McMillan Rd, Echuca VIC 3564	
<b>Cost centre code:</b>				<b>Position description reviewed &amp; attached:</b>	Yes <input checked="" type="checkbox"/>	
<b>Award:</b>	SCHADS 2010			<b>Pay classification (Level / Grade &amp; Pay point):</b>	Level 6 PP; 1	
<b>Hourly rate: (if known)</b>	\$55.72			<b>Hours per week:</b>	37.5 hours Full- time	
<b>Special conditions, if any: (i.e. Over Award rate, incentives, allowances etc)</b>	New FTE position, created under management restructure.					
<b>Reason for recruitment:</b> (who is the position replacing / reason for new position)	(New funding, replacement of funded vacant role, termination, transfer, retired, promoted, maternity leave cover, annual leave cover, etc – please provide detailed information.)				<b>Existing EFT</b> <input type="checkbox"/>	<b>New EFT</b> <input checked="" type="checkbox"/>
<b>Position type:</b> (please call HR for any clarification)	Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Permanent <input type="checkbox"/> Max Term <input checked="" type="checkbox"/> <b>Max term Start Date:</b> Click or tap to enter a date. <b>End Date:</b> Click or tap to enter a date. <b>Reason for Max term?</b> Leave Backfill <input type="checkbox"/> Limited term funding <input type="checkbox"/> <b>Other reasons:</b> If part time, weekly roster: Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/>					
<b>Funding / Budget:</b> (to be completed with conjunction with finance)	<b>Is the role funded:</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Please provide details:				
	<b>Fund / Grant name:</b>					
	<b>Fund / Grant source / code:</b>					
	<b>Fund / Grant duration:</b>	Ongoing <input checked="" type="checkbox"/> One-off <input type="checkbox"/> Fixed Term funding <input type="checkbox"/> From: Click or tap to enter a date. to Click or tap to enter a date.				
	<b>Any other information:</b>					
<b>Advertising:</b>	<b>Advertising type &amp; duration:</b>	Internal (7 days) <input type="checkbox"/> External (Seek/website/social media) <input checked="" type="checkbox"/> (28 days) Other <input type="checkbox"/>				
	<b>Advertising start date:</b>	ASAP <input checked="" type="checkbox"/> Date: Click or tap to enter a date.				
	<b>Hiring manager contact details:</b> (name and contact number)	Nadine Wright				
	<b>Any other relevant information:</b>					
<b>Assets required:</b>	Desktop Computer <input type="checkbox"/> Laptop <input checked="" type="checkbox"/> Mobile phone <input checked="" type="checkbox"/> Security Fob <input checked="" type="checkbox"/> <input type="checkbox"/> Other: _____					



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DocuSign Set signing order: **Hiring manager → Div ED → ED Corporate → CFO → CEO → HR**

APPROVAL ORDER	NAME	SIGNATURE	DATE
<b>Hiring manager submitting the requisition:</b>	Nadine Wright	<p>Signed by:    <small>2E01A23C179F477...</small></p>	28-Nov-25   9:49 AM AEDT
<b>ED Corporate Services:</b>	Janelle Handy	<p>Signed by:    <small>8D440582CCDE4F6...</small></p>	28-Nov-25   2:56 PM AEDT
<b>Chief Financial Officer:</b>	Shahnaz Gill	<p>Signed by:    <small>353430076890E4D3...</small></p>	01-Dec-25   11:25 AM AEDT
<b>Chief Executive Officer:</b>	Timothy Mitchell	<p>Signed by:    <small>AC00CE80A007E4F8...</small></p>	01-Dec-25   1:45 PM AEDT
<b>Human Resources:</b>	<a href="mailto:hr@njernda.com.au">hr@njernda.com.au</a>	<p>Signed by:    <small>8D6294485A0F4B8...</small></p>	01-Dec-25   2:09 PM AEDT

**NOTE: This form must be approved by all parties before submitted to Human Resources either via DocuSign or by email to [hr@njernda.com.au](mailto:hr@njernda.com.au), for processing along with relevant position description.**

**For HR use only:**

<b>Date received:</b>	
<b>Date sent to advertising team:</b>	
<b>HR staff signature:</b>	

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