



Child & Family Aboriginal Corporation

*Empowering Generations of
Culturally Strong & Thriving
Aboriginal Children Families
& Communities*

ABN 27 174 109 360 ICN 8983
AGPAL Practice GP13153
CAPA CSDCAPO029

JOB DESCRIPTION

- **Position:** Aboriginal Youth Care Coordinator
- **Status:** Full Time - Monday-Friday: 9am-5pm
- **Program:** Yerrabi Yurwang Health Hub - Supporting Access to GPs for Children
- **Reports to:** Executive Manager, Yaradhang
- **Salary:** Negotiable, dependent on qualifications and experience
- **Plus:** Superannuation at ATO SGP rate and excellent salary packaging
- **Plus:** NAIDOC Day, Public Holidays, Ex Gratia Days at Easter and Christmas
- **Probationary Period:** A six-month probationary period applies to this role
- **Compulsory Clearances:** Current WWVP Registration, Current National Police Check, Current Driver's License
- **Eligibility:** This is an identified role for Aboriginal and/or Torres Strait Islander people only. Confirmation of Aboriginality is required.

THE ORGANISATION

Yerrabi Yurwang Child & Family Aboriginal Corporation (est. 2019) and its affiliates Yerrabi Health and Yerrabi Housing (est. 2024) (all referred to as Yerrabi Yurwang) were established due to the high unmet health and wellbeing needs of the local Aboriginal Community residing in Canberra's northwestern Ngunnawal region. *Yerrabi Yurwang* means to 'walk strong' and was bestowed upon the organisation by our esteemed and respected *Ngunnawal Elder Aunty Agnes Shea OAM*, who was also a Founding Board Member and our Inaugural Patron. Yerrabi Yurwang operates in the Northwest of the Australian Capital Territory, part of the traditional lands of the *Ngunnawal People*. Yerrabi Yurwang is an Aboriginal Community Controlled Organisation (ACCO), which means it is owned and operated by Aboriginal People, for Aboriginal People, and is committed to the principle of *self-determination whereby we engage and empower Aboriginal People and their Families who utilise Yerrabi Yurwang's services and programs*.

The successful applicant must maintain all required employment clearances, including a current WWVP Registration, current National Police Check, current Driver's License and comply with any additional child and family sector screening requirements relevant to the role.

THE ROLE

Yerrabi Yurwang is recruiting an Aboriginal Youth Care Coordinator to support Aboriginal and Torres Strait Islander children under 16 years and their families to access culturally safe, bulk billed primary health care through the Yerrabi Yurwang Health Hub. The role will work alongside the Registered Nurse, GP services and Yerrabi Yurwang programs to identify children requiring preventive health care, reduce practical barriers to attendance, coordinate referrals and follow up, and strengthen continuity of care. The role will provide culturally grounded navigation, outreach, appointment support, transport coordination and brokerage, while respecting family authority, choice and self-determination in health decision making.

THE PURPOSE

The purpose of the Aboriginal Youth Care Coordinator is to strengthen access to preventive and primary health care for Aboriginal children and families who experience barriers to mainstream services. The role will build trusted relationships with children, parents, carers and kin; support families to navigate health and community services; and work across Yerrabi Yurwang programs to identify children who are not regularly engaged in primary health care. The position will support increased participation in Aboriginal and Torres Strait Islander Health Assessments, follow up care and referrals, while ensuring service delivery remains culturally safe, family-led and responsive to community needs.

KEY RESPONSIBILITIES

Culturally Safe Engagement & Care Coordination

- Build trusted relationships with Aboriginal children, young people, parents, carers and kin and support families to identify their health priorities.
- Provide culturally grounded care navigation, outreach, appointment support and practical assistance to reduce barriers to accessing primary health care.

Preventive Health Access & Follow Up

- Work with the Registered Nurse and Health Hub team to identify children due for preventive health checks, recalls, reviews and follow up appointments.
- Support families to attend Aboriginal and Torres Strait Islander Health Assessments, GP appointments and other preventive health activities.
- Coordinate transport and approved brokerage support where practical barriers affect access to care.
- Track referrals and follow up with families and services to strengthen continuity of care and referral completion.
- Re-engage families following missed appointments using flexible, culturally safe approaches.
- Support children and families to understand available health services and make informed choices about their care.

Integrated Service Coordination

- Work closely with Connected Beginnings, Empowering Families, NarraGunnaWali, Yaradhang and other Yerrabi Yurwang programs to establish supported pathways into the Health Hub.
- Facilitate warm referrals and coordinate with allied health, specialist, community and statutory services where required and with family consent.

Cultural Safety & Self-Determination

- Embed Aboriginal self-determination, family-led decision making, kinship, culture and community connection in day-to-day practice.
- Promote culturally safe, trauma-informed and strengths-based practice and raise barriers or service issues affecting children and families.

Monitoring & Reporting

- Maintain accurate records of engagement, brokerage, referrals, follow up and outcomes in line with organisational and funding requirements.
- Contribute to qualitative and quantitative project data, including client feedback, service activity and continuous quality improvement.
- Participate in reflective practice, supervision, evaluation and continuous improvement processes.

Community Engagement & Health Promotion

- Support health promotion and engagement activities through Yerrabi Yurwang programs, community events, parenting, youth and cultural activities.
- Promote awareness of culturally safe, bulk billed child health services and preventive health care.

Administration

- Maintain timely, factual and relevant client records, referrals and follow up documentation.
- Ensure records meet Yerrabi Yurwang policy, privacy, funding and legislative requirements.

Quality Assurance

- Adhere to Work Health and Safety requirements, Yerrabi Yurwang policies and relevant legislation.
- Protect client privacy and confidentiality and use approved Yerrabi Yurwang systems for information management.
- Contribute to a culturally safe, respectful and positive workplace environment.
- Participate in team meetings, planning, supervision and professional development.

Key Performance Indicators (KPIs)

- Contribute to project targets for increased access to bulk billed child health services and preventive health care.

- Support increased participation in Aboriginal and Torres Strait Islander Health Assessments and follow up care.
- Maintain timely care coordination, referral tracking, recall and follow up activity.
- Support improved appointment attendance and referral completion.
- Collect and contribute accurate program data and client feedback for reporting and evaluation.
- Use brokerage and transport supports appropriately and in accordance with Yerrabi Yurwang policy and grant requirements.
- Contribute to quarterly continuous quality improvement reviews and team learning.

MANDATORY TRAINING

All relevant employees of Yerrabi Yurwang are required to complete Mandatory Training and program specific training upon commencement of employment and refresher training as required.

SELECTION CRITERIA

This role requires strong cultural knowledge, community engagement skills and the ability to work respectfully with Aboriginal children, families, carers and kin.

Essential

- Aboriginal and/or Torres Strait Islander person with strong connection to and understanding of Aboriginal community, culture, kinship and self-determination.
- Certificate IV, Diploma or higher qualification in Aboriginal and Torres Strait Islander Primary Health Care, Community Services, Youth Work, Health, Social Work or a related field, or demonstrated equivalent experience.
- Demonstrated experience working with Aboriginal children, young people and families in health, community, youth or family support settings.
- Demonstrated ability to engage families who experience barriers to health care and provide culturally safe outreach, navigation and practical support.
- Strong understanding of trauma-informed, strengths-based and family-led practice.
- Ability to work collaboratively with clinical staff, Yerrabi Yurwang programs and external services and to facilitate warm referrals.
- Strong communication, advocacy, organisational and record keeping skills.
- Current Working with Vulnerable People registration, current Driver's License and access to a reliable vehicle.

Desirable:

- Experience working in an Aboriginal Community Controlled Organisation or Aboriginal Health Service.
- Experience with Best Practice clinical software, care coordination, health promotion or brokerage support.

NEXT STEPS:

TO APPLY: Please apply through our Ethical Jobs link and provide a current CV with current registrations, qualifications and certifications. A 2-page cover letter outlining your suitability for the position, along with 2 referees. No direct applications will be considered.

QUESTIONS:

All questions, to:- Executive Manager, Human Resources & Policy: Sheilah Hure

Email: shure@yerrabi.org.au

Subject Line: Aboriginal Youth Care Coordinator

Mobile: 0409 613 086

CLOSING DATE:

Friday 16th October 2026 – 5pm