

Position Description

Company	Dhina Durriti Aboriginal Corporation
Position Title	Team Leader
Reporting To	General Manager
Date Created	October 2026

Brief

Dhina Durriti Aboriginal Corporation delivers programs and services to families and community on Dunghutti Country.

The Team Leader leads a team that delivers referral and program access, community engagement, and healing and cultural wellbeing activities. The role sets clear workplans, monitors delivery, coaches staff, and strengthens safe and culturally responsive practice, including responses to domestic and family violence. The Team Leader reports to the General Manager, including fortnightly progress reports and a final evaluation and handover.

Responsibilities & Duties

- Lead the team day to day, giving each team member a clear workplan with priorities and timeframes
- Monitor task completion and follow up overdue work promptly
- Coach staff and provide practical, hands-on support to build their skills and confidence
- Support the team to deliver program activities to the standard and timeframes agreed with the General Manager
- Receive and respond to referrals, and help community members to access programs and support
- Build and maintain working relationships with local services to strengthen referral pathways
- Promote programs across the community and encourage participation
- Engage with families, Elders and community through events, visits and local networks to build trust and visibility
- Plan and deliver healing and cultural wellbeing activities in consultation with Elders and community
- Ensure activities are culturally appropriate, safe and inclusive
- Lead the team in providing safe, trauma-informed and culturally responsive support to people affected by domestic and family violence
- Recognise and escalate safety and child protection concerns in line with organisational policy and legal obligations
- Plan team activities and keep accurate, confidential records of referrals, participation and outcomes
- Prepare fortnightly progress reports for the General Manager
- Complete a final evaluation and handover at the conclusion of the role
- Participate in supervision, training and team meetings, and follow organisational policies and funding requirements

Experience

- Several years of experience in community services, youth work or a related field
- Experience leading, supervising or coordinating a team, program or project
- Experience working with Aboriginal and Torres Strait Islander communities in a culturally respectful and safe way
- Experience delivering community engagement or wellbeing activities and making referrals to other services
- Experience preparing work plans, records and progress reports
- Desirable: demonstrated experience supporting people affected by domestic and family violence

Qualifications & Certifications

Essential:

- Diploma in Community Services, Youth Work or a related field, or equivalent substantial experience demonstrating the skills required for the role
- Current NSW Working With Children Check for paid employment
- Current National Police Check, with results assessed against the requirements of the position
- Current driver's licence suitable for vehicles used in the role

Desirable:

- Qualification or training in leadership, supervision or team management
- Current First Aid and CPR certification
- Training in trauma-informed practice, cultural safety and responding to child protection concerns
- Mental Health First Aid or suicide prevention training