



Ngunya Jarjum Aboriginal Child & Family Network

***Looking for work?***

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***Visit our website***

***<https://ngunyarjarjum.com/work-with-us>***

***Send us an email [recruitment@ngunyarjarjum.com](mailto:recruitment@ngunyarjarjum.com)***



***Ngunya Jarjum's strategic direction will be driven to work towards  
the following key result areas.***

- ***Aboriginal families remain forever connected***
- ***Aboriginal children and young people flourish***
- ***Aboriginal communities are resilient and thrive***
- ***Deliver positive lifelong results for Aboriginal children and families***

***Ngunya Jarjum are one the largest Aboriginal employers in the non-government sector of  
Northern NSW.***



### ***Our Vision***

*A connected, culturally rich and thriving community where Ngunya Jarjum support our local families to nurture their children, raise them on country, and preserve our culture and strength into the future.*

### ***Our Values***

*Belonging - Every child has a right to be immersed in their family and culture to grow up strong in their identity and know who and where they belong to.*

*Compassion - Compassion, kindness and empathy will underpin the approach of support and services to children and families to acknowledge the untreated trauma and grief suffered by Aboriginal people over generations.*

*Integrity - We act professionally, with honesty and truth.*

*Respect - We value building meaningful relationships and work to build trust with families, communities, and our partners.*

### ***Who Are Ngunya Jarjum?***

*Ngunya Jarjum was established in 1995 by Bundjalung ELDERS and community members to address the crisis and need for more Aboriginal kinship and foster carers. We strive to keep Aboriginal children in family, on Country and immersed in culture.*

*The organisation has grown from a small Aboriginal foster care support agency to one of the largest Aboriginal community controlled designated agencies under the NSW Office of Children's Guardian. We are tasked to provide culturally appropriate care for Aboriginal and Torres Strait Islander children in statutory out of home care. We work within the Bundjalung Nation encompassing the Clarence, Richmond and Tweed Valley areas.*

*Ngunya Jarjum is governed by a board of non-executive Aboriginal directors and supported by a membership of Aboriginal people who are predominantly of Bundjalung descent. We support over 150 Aboriginal children and young people in statutory out of home care. We have a carer pool of almost 115.*



## **Governance - Board of Directors**

### **Business Services**

**CEO & Executive Team, Operations, Partnerships & Engagement**

**Human Resources, Finance, Administration, Information Tech. & Compliance & Quality Control**

### **Program Areas**

#### **Aboriginal Permanency Support Program Out of Home Care & Allied Support Team**

*Offering Strong Support and Guidance for Carers.*

*Ngunya Jarjum provides early intervention case management that is child centric with the focus on protecting vulnerable children and ensuring their wellbeing.*

*We strive to understand and deliver upon the developmental needs of Aboriginal children and young people, including physical, emotional, cognitive, cultural and spiritual elements – elements that are all equally important to a child's wellbeing.*

*Ngunya Jarjum provides every opportunity for a child, wherever possible, to be raised within their own family, community, culture and on Country. The children are cared for in safe and nurturing homes, by relatives and kin who support and strengthen their identity and connections to family and have every possible opportunity for their views to be sought and heard.*

#### **The Gumaguy Way - Family Preservation Services**

*What is Gumaguy? Ngunya Gumaguy is a service aimed at reducing the risk to families, where children and young people have been identified by Department of Communities and Justice (DCJ) assessment as being at risk of being removed from the family home. Families can only be referred to the program through DCJ. Our Goal The goal is to support our families to link and maintain connection to Community, family and services, resources and develop further skills to help keep children at home with their family.*

#### **Balaa Support Services**

*Ngunya Jarjum's Balaa Team are here to support our Aboriginal Families.*

*In the local Widjabul dialect, 'Balaa' means to 'help'. We consider the name appropriate, as the services offered through Balaa are provided to compliment quality case planning for children and families that wrap-around the child and family to improve outcomes for Aboriginal families in Northern NSW across the whole of sector, from family preservation to long term out of home care.*

#### **Tabulam District - Bugil Wernbe**

*What is Targeted Early Intervention? (TEI). Funded as a Targeted Earlier Intervention (TEI) program, Bugil Wernbe delivers flexible support to children, young people, families and communities in need where it has come to the attention of Department of Communities and Justice (DCJ) that they are vulnerable. Tabulam District has been identified by DCJ due to geographic and social isolation factors, lack of service delivery on community and community demographics.*



## **How to apply for a position**

**Make your claim for the position include—a covering letter, a resume and address the selection criteria.**

- In the **covering letter** introduce yourself. Write about why you are interested in the job and why you are a strong applicant. A chance to present a quick snapshot about you. (1 page max)
- The aim of your **resume** is to demonstrate you have the necessary experience, knowledge, and motivation to do the job. Include paid and/or voluntary work experiences • Sell yourself—include your personal profile, career history, qualifications and/or education, what you are good at and what you have done well in the past. Also include referees name and contact details, at least one recent supervisor. (2 pages max)
- **Selection criteria** are included on the job advertisement. Write about how your knowledge, skills, attitudes, and experience match those required to perform the role. Your responses to each of the selection criteria will be used by the selection panel to assess your application. Members of the selection panel will compare the quality of your application with the other applications they receive. It is therefore very important that you match your skills and experience to the selection criteria—these are the requirements for the position. (2 pages max)

**Tips** • allow enough time to write your application • do your research • ring the contact person on advertisement to get a better idea of the position • request a copy of the position description • look at our website • re-read your application to make sure you have addressed all the key points • send the application in good time and check that it has been received.

## **Interview preparation**

- research and continue to gather information about Ngunya Jarjum
- practise answering possible interview questions—questions will relate to the selection criteria

An interview gives you the best opportunity to have a yarn about your skills so it's important to be focused, motivated and confident. Have a copy of your application handy, be ready to have a yarn about your previous work experience and what you can bring to the role, talk about a situation where you have been able to use your skills to achieve a good outcome.

More information [https://www.oric.gov.au/sites/default/files/documents/06\\_2013/Applying%20for%20a%20job-a%20guide%20for%20job%20seekers.pdf](https://www.oric.gov.au/sites/default/files/documents/06_2013/Applying%20for%20a%20job-a%20guide%20for%20job%20seekers.pdf)

## **You will also need to apply for Pre-employment checks**

- Working with Children's Check for paid employment

<https://ocq.nsw.gov.au/working-children-check/applicant/frequently-asked-questions-about-wwcc>

- National Criminal History Check <https://www.nationalcrimecheck.com.au/>

**Tips:** make sure you have all your required identification documents <https://ocq.nsw.gov.au/working-children-check/applicant/proof-identity>

**Ngunya Jarjum Aboriginal Corporation has a COVID-19 Vaccination Policy in place which applies to Employees. If you would like further information regarding this policy, or any other information please email [human.resources@ngunyarjarjum.com](mailto:human.resources@ngunyarjarjum.com)**