



North Australian Aboriginal Justice Agency

Duty Statement

POSITION: Intensive Case Worker – Care and Protection of Children

LOCATION: Darwin or Katherine

POSITION OVERVIEW

The North Australian Aboriginal Justice Agency Ltd (NAAJA) provides legal assistance and justice services for Aboriginal and Torres Strait Islander people in the Top End of the Northern Territory. We have offices in Darwin, Palmerston and Katherine. We are recognised as a leading legal service and have received national and local human rights and crime prevention awards for our work. NAAJA aims to empower Aboriginal people and advance the interests and aspirations of the Aboriginal community through the provision of a comprehensive range of legal and support services throughout the Top End of the Northern Territory.

NAAJA represents families when Applications have been made by Territory Families for the care of a child or children under the *Care and Protection of Children Act 2007 (NT)*. NAAJA is concerned that the rate of Aboriginal and Torres Strait Islander people in out-of-home care is ten times that of other children in Australia. NAAJA is establishing a pilot project for an Intensive Case Worker to join our Civil Law team to assist families as they face Applications under the Care and Protection of Children Act. The role will specifically assist families who have merit to seek an Order that they have Daily Care and Control of their children or merit to seek a reduction in the length of an Order through meaningful and early engagement. NAAJA also seeks to provide assistance to those families for the 6 months following the conclusion of the Court proceedings. The successful person will work with the legal team to provide intensive pre and post Order support and service referrals to families. They will provide case management for families to address their diverse protection concern needs including rehabilitation, housing, health, life skills, family violence intervention, reconnection to family and community, social connectedness, education and training. This position will have a broad focus however will involve engagement with families whose protection concerns include domestic/family violence and/or substance related issues.

The position requires a multi-skilled, self-motivated person who has an understanding of Aboriginal culture. Suitably qualified Aboriginal and Torres Strait Islander people are encouraged to apply.

The position can be based in either the Darwin or the Katherine office depending on the skills and availability of the appropriate candidate.

HEAD OFFICE: DARWIN

61 Smith Street
GPO Box 1064 DARWIN NT 0801
Tel: 08 8982 5100 Fax: 08 8982 5190

KATHERINE

32 Katherine Terrace
PO Box 1944 KATHERINE NT 0851
Tel: 08 8972 5000 Fax: 08 8972 5050

POSITION OBJECTIVE

To work with families who have good prospects of Daily Care and Control Orders being made in favour of the parents or good prospects of reducing the length of an Order made through early engagement with appropriate services.

REPORTING RELATIONSHIPS

The Intensive Case Worker – Care and Protection of Children - reports to the Civil Law Manager

DUTIES

The Intensive Case Worker – Care and Protection of Children - duties will include, but not be limited to, the following:

1. Engage with families who have good prospects of Daily Care and Control Orders being made in favour of the parents or good prospects of reducing the length of an order made through early engagement with appropriate services.
2. Work collaboratively with NAAJA civil law Solicitors in each case to strategically plan the case management of the legal file, to identify the evidence that will be meaningful in the case and to support families in their engagement with NAAJA.
3. Identify appropriate services relevant to the protection concerns in the individual cases and assist clients with initial engagement. Work with the families attending programs to build rapport with families and increase their engagement in those programs.
4. Where appropriate, refer client's to services for therapeutic intervention and work in partnership with key stakeholders to ensure services that contribute to the successful family reunification are in place including community groups, family violence prevention service providers and government agencies.
5. Assist families to identify kinship placements for their children while they are placed in out-of-home care.
6. Build capacity and insight for families by assisting them to understand the "best interest of the child" principals and how the protection concerns in their case impact their child/children. Engage in conversations that encourage families to develop effective reflective skills to help them identify behaviour or problems associated with the child protection concerns; take responsibility for their role in the protection concerns; develop insight into the impact of the protection concerns on their children; and motivate them to address the protection concerns
7. Continue working with families in collaboration with and the direction of the legal team.
8. Work on a methodology with NAAJA for the project to be mapped and captured.
9. Any other duties as may reasonably be directed (falling within the scope and objective of this position description).

SELECTION CRITERIA

Essential:

1. Knowledge and understanding of the issues which affect Aboriginal people in the Child Protection System.
2. Demonstrated ability to provide case management and counselling services to Aboriginal people.

3. Demonstrated practical experience in managing a caseload of clients with challenging behaviours and/or complex issues.
4. Knowledge and understanding of domestic and family violence and demonstrated experience working with victims, perpetrators and their families to address violence, reduce risks and promote safety. And/or knowledge and understanding of the effects of substance use on families.
5. Demonstrated interpersonal skills; with the ability to build relationships and communicate effectively, sensitively and in a culturally appropriate manner with Aboriginal young people and adults, their families, community members and other relevant people.
6. Demonstrated ability to maintain client confidentiality and illustrate an awareness of the issues relating to client confidentiality and privacy within the Aboriginal community and the work environment.
7. Demonstrated skills and abilities in the preparation of clear, concise written communication, including the ability to analyse and extract relevant information for the purpose of preparing reports, assessments and other relevant documentation.
8. Knowledge of, or the ability to rapidly acquire a comprehensive knowledge of the Child Protection system including the Court process, Territory Family Services, NGO and other stakeholder services and the relevant legislation.
9. Ability to work as an effective member of a team in a community organisation, including the ability to deal with the organisation's demands such as meeting rigid deadlines.

Desirable

10. Degree in Social Work from a recognised tertiary institution.

Additional Factors

11. Possession of a current driver's licence is essential (you may be required to provide evidence of your driving record).
12. Successful applicants will be expected to have or be able to, within a short period, develop skills in operating a computer system particularly word processing using Microsoft Word.
13. Applicants for this position are required to disclose any criminal history at the time of interview. Satisfactory criminal history check and no history of disqualification from employment by a legal practice are a requirement of employment. Please note that the possession of a criminal history is not an automatic bar to employment, as the nature of the circumstances of the offence will be taken into consideration.
14. A current Ochre Card or the ability to gain.

Please note: Applicants for this position must address the selection criteria in their written application.



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Freecall 1800 898 251 ABN 63 118 017 842 Email mail@naaja.org.au

Basic Employment Conditions

Position: Intensive Case Worker – Care and Protection of Children

- 1) **Probationary Period:**
6 months
- 2) **Place of Employment:**
Darwin or Katherine
- 3) **Hours of Work:**
37.5 hours per week. 8:00am and 4:30pm Monday to Friday
- 4) **Salary/Wages:**
PSO3.3 - \$63,700
As a Public Benevolent Institution (PBI) NAAJA can offer up to \$18,450.15 per annum of the salary, tax-free as a fringe benefit (Conditions Apply)
- 5) **Allowances:**
Annual Airfare Entitlement payable per annum after 12 months qualifying service
Darwin \$1,150 or Katherine \$1,350
Superannuation:
9.50% as per Commonwealth Superannuation Guarantee [Administration] Act 1992
- 6) **Annual Leave:**
5 Weeks per annum. Leave loading of 17.5% will be payable on annual leave. An additional 3 days of leave at Christmas, in line with the *NAAJA Enterprise Agreement 2015-2019*
- 7) **Long Service Leave:**
As per the NT Long Service Leave Act with the exception that service with other Legal Aid services and agreed Aboriginal organisations is recognised as relevant service for the purpose of accessing Long Service Leave on a pro-rata non-financial basis.
- 8) **Personal (Sick, Bereavement, and Compassionate) Leave:**
15 days per annum. On termination of employment, employees with 7 years continuous service with NAAJA will be entitled to a payout of 50% of unused Sick Leave credits.
- 9) **Other:**
 - Where a Legal Practising Certificate is required, evidence of a current Australian Legal Practising Certificate or eligibility to obtain one
 - Satisfactory Working With Children Clearance Check on commencement
 - Where a driver's licence is required. Evidence of a current NT "C" Class driver's licence or equivalent

Disqualification and conviction of serious offences

Under the Legal Profession Act, NAAJA is not able to employ a person who has been convicted of a serious offence or disqualified from legal practice without permission from the Law Society. You must inform NAAJA if you are a disqualified person or have been convicted of a serious offence and it is an offence under the Legal Profession Act if you fail to do so.

For employees who do not hold a practising certificate, you will be required to undergo a police record check before commencing your employment.

It is an ongoing condition of your employment that you notify NAAJA immediately if you are subject to proceedings for disqualification from legal practice or charged with a serious criminal offence.

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