



North Australian Aboriginal Justice Agency

Duty Statement

POSITION: Youth Team Coordinator - Throughcare

LOCATION: Palmerston

POSITION OVERVIEW

The North Australian Aboriginal Justice Agency Ltd (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 Throughcare aims to reduce repeat offending by supporting Aboriginal and Torres Strait people in prison and youth detention through the delivery of strengths-based pre and post release service provision. Several positions within the Throughcare Program are youth specific, including an Indigenous Youth Justice Worker providing support to young people in contact with the criminal justice system, an Intensive Case Manager working with young people leaving detention, and two Youth Support Workers engaging in healing activities.

We wish to ensure Throughcare staff working specifically with youth receive specialist guidance, supervision and support and are therefore seeking to employ a Youth Team Coordinator with significant youth work expertise. This is an exciting opportunity to be involved in the development of a new role at NAAJA Throughcare and lead an innovative team of youth workers at a time of significant change in the Northern Territory's youth justice system. The successful applicant will ideally have experience working with young people in case management, counselling and therapeutic group work contexts; and will have managed projects and people. The Youth Team Coordinator will undertake program development and review, ensure program goals and objectives are met and maintain positive relationships with key stakeholders.

The position requires a multi-skilled, self-motivated person who has an understanding of Aboriginal culture and can engage effectively with Aboriginal people. Aboriginal people are encouraged to apply.

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REPORTING RELATIONSHIPS

The Youth Team Coordinator reports to the Throughcare Manager

DUTIES

The Youth Team Coordinator's duties will include, but not be limited to, the following:

1. Lead the Youth Team in a manner that recognises and values individual case managers and motivates each to contribute toward achieving the goals of the Program.
2. Provide support, guidance and regular supervision to Youth Team staff.
3. Manage referrals, allocations and ensure manageable staff caseloads and high quality file management.
4. Line manage Youth Team staff and participate in performance reviews, staff recruitment and inductions, and the identification of professional development opportunities.
5. Ensure program guidelines and operational procedures are consistently and accurately implemented.
6. Develop the case management capabilities of the Youth Team and work with staff to development and deliver new and innovative projects and approaches including social inclusion and therapeutic group activities.
7. Assist management to prepare acquittal reports to funding bodies as required.
8. Assist management with their representations and consultations with funding bodies including the Commonwealth and NT Government, particularly in relation to the provision of throughcare support to young people.
9. Assess and case manage a small number of clients, and participate in social inclusion and therapeutic activities.
10. Develop, maintain and manage relationships with key stakeholders including NT Government services and non-government service providers to ensure collaboration and information sharing, and to avoid service delivery duplication.
11. Identify broader trends and issues, as well as strategic opportunities for further innovation and growth of the Youth Team.
12. Any other duties as may reasonably be directed (falling within the scope and objective of this position description).

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SELECTION CRITERIA

Essential:

1. Knowledge and understanding of the issues which affect Aboriginal and Torres Strait Islander young people in detention and their families.
2. Demonstrated expertise providing case management and social and emotional support to young Aboriginal and Torres Strait Islander people and their families in contact with the criminal justice system, or appropriate transferrable skills.
3. Knowledge and understanding of the developmental needs of young Aboriginal and Torres Strait Islander people, particularly the effects that experiences of trauma have on them and their families.
4. Demonstrated ability to communicate effectively, sensitively and in a culturally appropriate manner with Aboriginal and Torres Strait Islander young people, their families, community members and other relevant people
5. Demonstrated ability to network and work in collaboration with relevant people, services and government departments.
6. Demonstrated ability to advocate for clients and work effectively with stakeholders with different perspectives and operational imperatives.
7. Demonstrated skills and abilities in the preparation of clear, concise and persuasive written communication, including the ability to analyse and extract relevant information for the purpose of preparing formal reports and submissions.
8. Knowledge of, or the ability to rapidly acquire a comprehensive knowledge of the criminal justice system including the court process, correctional services and parole practices.
9. 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.
10. 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:

1. Recognised qualification in Social Work, Youth Work or another relevant behavioural science.
2. Experience supervising staff.
3. Experience developing and managing projects.

Additional Factors

1. Possession of a current driver's licence is essential (you may be required to provide evidence of your driving record).
2. 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.
3. Satisfactory criminal history check and no history of disqualification from employment by a legal practice. Applicants for this position are required to disclose any criminal history at the

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time of interview. 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.

4. Willingness and ability to travel to remote communities.
5. A current Ochre Card or the ability to gain one.

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: Youth Team Coordinator - Throughcare

- 1) **Probationary Period:**
6 months
- 2) **Place of Employment:**
Palmerston
- 3) **Hours of Work:**
37.5 hours per week. 8:00am and 4:30pm Monday to Friday
- 4) **Salary/Wages:**
PSO6 \$85,800 - \$93,600
- 5) 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)
- 6) **Allowances:**
Annual Airfare Entitlement payable per annum after 12 months qualifying service
\$1,150
Superannuation:
9.50% as per Commonwealth Superannuation Guarantee [Administration] Act 1992
- 7) **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*
- 8) **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.
- 9) **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.
- 10) **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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