



## North Australian Aboriginal Justice Agency

Freecall 1800 898 251 ABN 63 118 017 842 Email [mail@naaja.org.au](mailto:mail@naaja.org.au)

### Duty Statement

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**POSITION:** Intensive Case Manager  
Temporary Contract (12 Months)

**LOCATION:** Palmerston

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#### 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.

The Law and Justice Projects section delivers a range of innovative and culturally strengthening projects. NAAJA Throughcare is an innovative and culturally strengthening program which aims to reduce repeat offending by supporting Aboriginal prisoners and their families through the delivery of strength based pre and post release service provision.

The successful person will provide an intensive pre and post release rehabilitation and reintegration service for Indigenous prisoners from the Darwin Correctional. They will provide case management for individual prisoners to assist them with opportunities when they are released from prison by addressing their diverse transitional needs including developing insight into their offending behaviour, rehabilitation, housing, employment, health, life skills, reconnection to family and community, social connectedness, education and training.

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.

#### POSITION OBJECTIVE

To reduce the high recidivism rate of Aboriginal and Torres Strait Islander youth detainees and prisoners by assisting them in their successful reintegration back into the community.

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#### 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

#### ALICE SPRINGS

55 Bath Street  
PO Box 1670  
ALICE SPRINGS NT 0870  
Tel: 08 8950 9300  
Fax: 08 8953 0784

#### TENNANT CREEK

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### REPORTING RELATIONSHIPS

The Intensive Case Manager shall report directly to the Program Co-ordinator.

### DUTIES

The Intensive Case Manager duties will include, but not be limited to, the following:

1. Assess the transitional needs of Aboriginal and Torres Strait Islander adult prisoners including those convicted of violent or sexual offences prior to their release. Interview Indigenous prisoners individually to determine their needs for rehabilitation, accommodation, family support and employment prospects. Develop individual case management plans in partnership with the adult who will have identified their goals upon their release.
2. Identify the relevant services that can be accessed to achieve their transitional goals upon release.
3. Work in partnership with key stakeholders to provide the essential services to contribute to the success of transition from prison back into the community. These include community groups and government agencies.
4. Case manage participants of the program prior to release from custody and post-release.
5. Identify and maintain individual case files for participants, with all documents filed as per NAAJA file management practice.
6. Assist participants to develop effective reflective skills to assist them in identifying offending behaviour or problems associated with the offending behaviour, and sense of responsibility for their actions.
7. Work closely with NAAJA Prison-based Throughcare Workers at Darwin Correctional Centre to address client needs.
8. 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 incarcerated Aboriginal and Torres Strait Islander people.
2. Demonstrated ability to provide case management and counselling services to incarcerated Aboriginal people.
3. Demonstrated ability to communicate effectively, sensitively and in a culturally appropriate manner with Aboriginal and Torres Strait Islander people, their families, community members and other relevant people.

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4. Demonstrated ability to maintain client confidentiality and illustrate an awareness of the issues relating to client confidentiality and privacy within the Aboriginal and Torres Strait Islander community and the work environment.
5. 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 formal reports, assessments, parole applications and other relevant documentation.
6. Knowledge of, or the ability to rapidly acquire a comprehensive knowledge of the youth and criminal justice system including the court process, Corrective Services, parole practices, the serious sex offender and ANCOR regimes, and the relevant legislation.
7. 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.
8. Satisfactory criminal history check and no history of disqualification from employment by a legal practice.

### **Desirable:**

1. Degree in social work or the behavioural sciences from a recognised tertiary institution.

### **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. Applicants for this position are required to disclose any criminal history at the 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. A current Ochre Card or the ability to gain.
5. This position does require some travel to remote communities.

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

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## Basic Employment Conditions

### Position: Intensive Case Manager

- 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:**  
PSO4 \$66,600 - \$73,400
- 5) As a Public Benevolent Institution (PBI) NAAJA can offer up to \$18,450 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
- 7) **Superannuation:**  
9.50% as per Commonwealth Superannuation Guarantee [Administration] Act 1992
- 8) **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*
- 9) **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.
- 10) **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.
- 11) **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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