



## 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:** Youth Justice Advocacy Worker

**LOCATION:** Alice Springs

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#### POSITION OVERVIEW

The North Australian Aboriginal Justice Agency Ltd (NAAJA) provides legal assistance and justice services for Aboriginal people in the Northern Territory. We have offices in Darwin, Palmerston, Katherine, Tennant Creek and Alice Springs. We are recognised as a leading legal service and have received national and local human rights and crime prevention awards for our work.

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. We are seeking to employ a Youth Justice Advocacy Worker for our Alice Springs Office. The successful applicant will have a commitment to social justice principles, experience providing support to young people in contact with the criminal justice system, and a proven ability to identify systemic issues and persuasively advocate for policy and law reform.

The Youth Justice Advocacy Worker will be a highly motivated and well-organised person who has an understanding of Aboriginal culture and an ability to work in a multi-disciplinary team of internal and external stakeholders. Suitably qualified Aboriginal and Torres Strait Islander people are encouraged to apply.

The work requires high levels of motivation, energy and a commitment to professional excellence.

Suitably qualified Aboriginal and Torres Strait Islander people are encouraged to apply.

#### REPORTING RELATIONSHIPS

The Youth Justice Advocacy Worker will report to the Indigenous Prisoner Throughcare Manager (Darwin).

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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  
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Tel: 08 8950 9300  
Fax: 08 8953 0784

#### TENNANT CREEK

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### DUTIES

1. Work with other staff in the NAAJA Alice Springs Office including Client Service Officers and youth lawyers to coordinate and provide court support to indigenous young people and their families brought to the Youth Court in Alice Springs.
2. Work closely with NAAJA's youth justice lawyers to identify areas of need for young people.
3. Provide referral, case management and follow up services to Indigenous young people to address the causes of their offending behaviour and seek to avoid further contact with the youth justice system.
4. Monitor practices at court to ensure compliance with human rights standards.
5. Attend and provide support to regular meetings with government, non-government organisations and service providers to discuss local youth justice issues and identify priorities for reform.
6. Advocate for policy and law reform to address identified youth justice issues in Central Australia, and in particular inform and contribute to NAAJA's policy work concerning youth justice in Central Australia.
7. Accurately and comprehensively record appropriate data and report on project outcomes.
8. Other duties as directed.

### SELECTION CRITERIA

#### Essential:

1. Relevant tertiary qualifications and/or experience in youth work, social work or a related discipline are desirable but not essential.
2. Extensive experience in the provision of case management support and advocacy, particular in relation to disadvantaged youth and youth justice.
3. A proven commitment to social justice principles.
4. Proven ability to engage positively with Aboriginal young people and knowledge and understanding of issues relating to youth justice systems and youth crime.
5. A working understanding of the legal and child protections systems in the NT.
6. Excellent written, oral communication and interpersonal skills including negotiation and dispute resolution skills.
7. Analytical skills and demonstrated 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. Skills/experience in liaising with other agencies, developing networks and contacts in other associated services. Highly developed networks in the community services sector in the NT will be an advantage.

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9. Highly organised with the ability to work with limited supervision, effectively manage time and meet deadlines.
10. A demonstrated ability to work independently and as part of a multi-disciplinary team to meet organisational goals.
11. Ability to obtain a satisfactory "Working With Children Clearance" (Ochre Card) upon commencement.
12. A current 'C' Class driving license.
13. Satisfactory criminal history check and no history of disqualification from employment by a legal practice.

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

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## Basic Employment Conditions

### Position: Youth Justice Advocacy Worker – Alice Springs

- 1) **Probationary Period:**  
6 months
- 2) **Place of Employment:**  
Alice Springs
- 3) **Hours of Work:**  
37.5 hours per week. 8:00am and 4:30pm Monday to Friday
- 4) **Salary/Wages:**  
PSO5 \$75,700 - \$83,500
- 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 – Alice Springs \$1,350  
Remote Allowance – Alice Springs \$3,276pa
- 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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