



North Australian Aboriginal Justice Agency

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

Duty Statement

POSITION: THROUGH-CARE REGIONAL MANAGER (TOP END)
12 MONTH CONTRACT

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 Northern Territory.

The NAAJA Indigenous Throughcare Program (the Program) aims to reduce repeat offending by supporting Aboriginal people leaving prison through the delivery of strengths-based case management service provision. Based in our Palmerston office, the Throughcare Regional Manager will lead the Program's implementation and growth in Top End and work jointly with the Throughcare Regional Manager in Central Australia to determine, prioritise and drive the Program's operational and strategic objectives. The Throughcare Regional Manager will:

- Lead, develop and grow the Throughcare Program in the Top End.
- Build capacity and lead the delivery of high quality individual case management through the provision of specialist guidance, supervision and support to Throughcare Team Coordinators.
- Work alongside the Throughcare Regional Manager in Central Australia to support the growth of the Program across the Northern Territory and strengthen its outcomes by driving continuous improvement activities and processes.
- Drive the Throughcare Program's functioning through the development and implementation of procedures and processes that promote the effective operation of the Program.
- Build and maintain strong and effective relationships with relevant internal and external stakeholders, both at a regional Territory and National level.

The position requires a person with a proven ability to lead high quality individual case management as well as a familiarity with the court system and social/systemic issues faced by Aboriginal people. You will have an ability to work effectively with a range of stakeholders and be able to develop professional and meaningful relationships with Aboriginal people and their families. Qualifications in social work will be an advantage, as is experience managing people and projects in a case management setting.

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

HEAD OFFICE: DARWIN

61 Smith Street
GPO Box 1064
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Tel: 08 8982 5100
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REPORTING RELATIONSHIPS

The Throughcare Regional Manager (Top End) shall report directly to the CEO.

DUTIES

1. In collaboration with the Executive Manager-CFO, manage the Throughcare Program's Top End budget.
2. Taking a joint-management approach, work in concert with the Throughcare Regional Manager in Central Australia to determine, prioritise and drive the Program's operational and strategic objectives, both internally at NAAJA and externally with key stakeholders.
3. Line manage and provide direct support and supervision to the Program's Team Coordinators in Palmerston.
4. Lead performance reviews, staff recruitment, inductions and the identification of professional development opportunities for staff directly supervised; and provide associated and relevant support to other staff members.
5. Provide oversight of referral and allocation pathways and assist Team Coordinators to ensure manageable staff caseloads and high quality file management for staff they directly supervise.
6. Provide support, guidance and regular supervision to Team Coordinators to help them ensure strong case management practices which include non-clinical therapeutic approaches, family systems methodologies, and an inclination towards strategic advocacy are being developed and implemented in their teams.
7. Update and implement the Program's annual strategic plan for the Top End and work collaboratively with the Throughcare Regional Manager in Central Australia on Territory wide goal setting.
8. In collaboration with the Data and Administration Manager, support Throughcare Teams to adhere to data collection and reporting requirements; and prepare performance reports.
9. Build local relationships to ensure the Program works collaboratively with key stakeholders including NT Government and non Government service providers in the Top End.
10. Working jointly with the Throughcare Regional Manager in Central Australia, attend meetings with funding bodies, commonwealth and Northern Territory Government representatives and other high level representations.
11. Drive continuous improvement and identify trends and issues, as well as strategic opportunities, for further innovation and growth of the Program and contribute to NAAJA's policy positioning, particularly where it relates to our client groups.
12. Drive and maintain a team culture that is collaborative, positive, and supportive; and model conduct consistent with NAAJA and NAAJA Throughcare's values.
13. 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. Extensive case management experience.
2. Demonstrated experience providing supervision and support to staff in a casework context, including the ability to coach and mentor a diverse range of team members.
3. Demonstrated experience making strategic decisions; and an aptitude for lateral thinking, good judgement and political nous.
4. Demonstrated ability anticipating and identifying risk in the context of case management service provision to vulnerable people.
5. Knowledge and understanding of issues leading to incarceration for Indigenous men, women and children.
6. Knowledge of, or the ability to rapidly acquire, a comprehensive knowledge of the criminal justice system including court processes, community based court and/or parole orders, and the relevant statutory agencies in the youth and adult justice systems.
7. Knowledge and understanding about the effects that experiences of trauma have on Aboriginal people, their families and communities.
8. Demonstrated ability to communicate effectively, sensitively and in a culturally appropriate manner with Aboriginal people, their families, community members and other relevant people.
9. Demonstrated ability to ensure high standards of file management, including client confidentiality, and an understanding of data collection processes.
10. Demonstrated high level written communication skills, including the ability to prepare formal reports, assessments, funding applications and other correspondence.
11. Demonstrated ability to advocate for clients, staff and organisations; and work effectively with stakeholders with different perspectives and operational imperatives.
12. Ability to maintain high level relationships with external and internal stakeholders, including to contribute to NAAJA's model of holistic, integrated service delivery.
13. Demonstrated and exceptional organisation and time management skills.
14. Satisfactory criminal history check and no history of disqualification from employment by a legal practice.

DESIRABLE:

1. Recognised qualification in Social Work and/or extensive experience in a relevant case management setting.
2. Experience line managing and/or supervising staff.
3. Experience developing and managing projects.
4. The ability to speak an Aboriginal language.

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.
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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 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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Basic Employment Conditions

Position: THROUGH CARE REGIONAL MANAGER (TOP END) 12 MONTH CONTRACT

- 1) Probationary Period:**
6 months
- 2) Place of Employment:**
Palmerston
- 3) Hours of Work:**
37.5 hours per week. 8:00am - 4:30pm Monday to Friday
- 4) Salary/Wages:**
EO3.2 - \$139,296 per annum
As a Public Benevolent Institution (PBI) NAAJA is currently able to offer salary sacrificing benefits in line with current legislation (Conditions Apply)
- 5) Allowances:**
Annual Airfare Entitlement payable per annum after 12 months qualifying service – Darwin \$1150
- 6) Superannuation:**
9.50% as per Commonwealth Superannuation Guarantee [Administration] Act 1992
- 7) Annual Leave:**
6 weeks per annum. Leave loading of 17.5% will be payable on annual leave.
- 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 / Carer's Leave:**
15 days per annum.
- 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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