



North Australian Aboriginal Justice Agency

Duty Statement

POSITION: **THROUGH-CARE ASSISTANT MANAGER**
FIXED-TERM CONTRACT TO 30 JUNE 2023

LOCATION: **PALMERSTON or ALICE SPRINGS**

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.

NAAJA Throughcare aims to reduce repeat offending by supporting Aboriginal people leaving prison through the delivery of strengths-based case management service provision. The Throughcare Assistant Manager will take a lead role establishing and coordinating NAAJA's Throughcare Program in the Northern Territory. This entails:

- Leading the delivery of high quality individual case management through the provision of specialist guidance, supervision and support to Senior Program staff and a small number of Adult Intensive Case Managers.
- Working alongside the Throughcare Manager to support the growth of the Throughcare Program across the Northern Territory.
- Developing and implementing procedures and processes that promote the effective operation of the Program as part of NAAJA Throughcare's Management Team.
- Building and maintaining strong and effective relationships with relevant internal and external stakeholders.

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 or a related discipline will be an advantage, as is experience managing people and projects.

Aboriginal and Torres Strait Islander people are encouraged to apply.

REPORTING RELATIONSHIPS:

The Throughcare Assistant Manager shall report directly to the Throughcare Manager.

DUTIES:

1. Support and assist the Throughcare Manager to manage the Program, and provide managerial cover to the Program as a whole when the Throughcare Manager is absent or on leave.
2. Assist the Throughcare Manager to support the Throughcare team overall in a manner that recognises and values individual staff members and that motivates each to contribute to towards achieving the goals of the project.
3. Assist the Throughcare Manager to ensure Program guidelines and operational policy and procedures are being consistently and accurately updated, implemented and adhered to.
4. Assist the Throughcare Manager to prepare acquittal reports to funding bodies and in collaboration with Management (and, in particular, the Administration and Data Manager), ensure client data is being collected and stored as directed to report on the progress of active clients.
5. Assist the Throughcare Manager to update and implement the Program's annual strategic plan.
6. In addition to support and guidance provided to Throughcare staff across the Program generally, line manage and provide direct support and supervision to the Adult and Youth Team Coordinators (Darwin) the Parole Intensive Case Manager, the Adult and Youth Throughcare Team Coordinators (Alice Springs).
7. 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 Team Leaders/Coordinators.
8. Support Coordinators to manage referrals, allocations and ensure manageable staff caseloads and high quality file management for staff directly supervised; and provide associated and relevant support to other Team Leaders/Coordinators.
9. Review, monitor and audit case managers' case loads to ensure client services are being delivered in line with program guidelines and philosophy.
10. Ensure the Program works collaboratively with key stakeholders including NT Government and non Government service providers to ensure information sharing and to avoid service delivery duplication.
11. In collaboration with the Throughcare Manager, attend meetings with funding bodies, commonwealth and Northern Territory Government representatives and other high level representations.
12. Identify trends and issues, as well as strategic opportunities for further innovation and growth of the NAAJA Throughcare Program.
13. Drive and maintain a team culture that is collaborative, positive, and supportive; and model conduct consistent with NAAJA and NAAJA Throughcare's values.
14. Any other duties as may reasonably be directed (falling within the scope and objective of this position description).

SELECTION CRITERIA**ESSENTIAL:**

1. Extensive case management experience
2. Demonstrated experience in providing supervision to case managers in a casework context, including the ability to coach and mentor a diverse range of staff
3. Knowledge and understanding of issues leading to incarceration for Indigenous men, women and children

4. Knowledge of, or the ability to rapidly acquire, a comprehensive knowledge of the criminal justice system including the court process, Corrections, parole process and relevant legislation
5. Demonstrated ability to communicate effectively, sensitively and in a culturally appropriate manner with Indigenous people in prison and youth detention, their families, community members and other people
6. Demonstrated ability to ensure high standards of file management, including client confidentiality
7. Demonstrated high level written communication skills, including the ability to prepare formal reports, assessments, funding applications and other correspondence
8. Understanding of data management and reporting systems
9. Ability to maintain high level relationships with external and internal stakeholders, including to contribute to NAAJA's model of holistic, integrated service delivery
10. Demonstrated organisation and time management skills
11. Ability to obtain a satisfactory "Working With Children Clearance" (Ochre Card) upon commencement
12. Current drivers licence
13. Satisfactory criminal history check and no history of disqualification from employment by a legal practice

DESIRABLE:

1. Tertiary qualification in social work or the behavioural sciences from a recognised institution

Please note: Applicants for this position must address the selection criteria in their written application, which should be sent to Recruitment@naaja.org.au

Basic Employment Conditions

Position: THROUGH-CARE ASSISTANT MANAGER

- 1) **Probationary Period:**
6 months
- 2) **Place of Employment:**
Palmerston or Alice Springs
- 3) **Hours of Work:**
37.5 hours per week, 8:00am - 4:30pm Monday to Friday
- 4) **Salary/Wages:**
EO1.2 \$115,815 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 & Alice Springs \$1,150
Remote Allowance – Alice Springs \$3,300pa (pro rata if less than full time) paid on a fortnightly basis
- 6) **Superannuation:**
As per the 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) **COVID-19 Mandatory Vaccination**
Following the release of the Chief Health Officer's COVID-19 Directions (No. 52) 2022 , workers who come into direct contact with vulnerable population groups including Aboriginal people must have received 3 doses of an approved COVID-19 vaccine and show their employer evidence of their vaccination status by 21 April 2022.

The only exception to these directions are workers who can provide evidence of a contradiction to all approved COVID-19 vaccines. The evidence required must be in the form of a medical certificate or a certificate issued by the Commonwealth.

It is a condition of your employment with NAAJA that you comply with the Chief Health Officer COVID-19 Directions (No. 52) 2022.
- 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.