



North Australian Aboriginal Justice Agency

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

Duty Statement

POSITION: INTENSIVE CASE MANAGER – DOMESTIC AND FAMILY VIOLENCE

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.

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 case management support. We seek a Palmerston-based Intensive Case Manager to deliver high quality individual case management to Aboriginal people preparing to leave the Darwin Correctional Centre.

The Domestic and Family Violence Intensive Case Manager works specifically with people convicted of domestic and family violence related offences. 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.

The position requires a multi-skilled, self-motivated person who has an understanding of Aboriginal culture.

Aboriginal and Torres Strait Islander people are encouraged to apply.

POSITION OBJECTIVE

To reduce the high recidivism rate of Aboriginal and Torres Strait Islander people leaving prison by assisting them with their reintegration back into the community.

REPORTING RELATIONSHIPS

The Intensive Case Manager – Domestic and Family Violence - reports to the Adult Team Co-ordinator

HEAD OFFICE: DARWIN

61 Smith Street
GPO Box 1064
DARWIN NT 0801
Tel: 08 8982 5100
Fax: 08 8982 5190

KATHERINE

10 Third Street
PO Box 1944
KATHERINE NT 0851
Tel: 08 8972 5000
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ALICE SPRINGS

55 Bath Street
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Fax: 08 8953 0784

TENNANT CREEK

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DUTIES

The Intensive Case Manager – Domestic and Family Violence - duties will include, but not be limited to, the following:

1. Provide referral, case management and follow up services to Aboriginal people convicted of domestic and family violence related offences leaving prison to help them address the causes of their offending behaviour.
2. Assess the transitional needs of Aboriginal people leaving prison prior to their release and collaboratively determine their risks, goals and needs.
3. In collaboration with Darwin Correctional Centre Treatment Services staff, work with participants attending Domestic and Family Violence Programming to build rapport with clients and increase their engagement in those programs.
4. Using NAAJA Throughcare's conversational assessment process, assist clients to gain insights into their risks, needs and goals and help them develop case management plans that weave in learnings gained during participation in Domestic and Family Violence Programming.
5. Assist participants to develop skills in alternative, non-violent conflict resolution and parenting practices.
6. Where appropriate, refer participants to services for therapeutic intervention and work in partnership with key stakeholders to ensure services that contribute to the successful transition from prison back into the community are in place including community groups, family violence prevention service providers and government agencies.
7. Provide case management support to clients prior to post-release to help them implement, reflect on and where necessary alter their case management plans.
8. Identify and work in partnership with key stakeholders and relevant services to contribute to successfully implement case management plans.
9. Maintain case files in line with NAAJA file management practices.
10. Collect minimum data sets and complete forms as directed to report on the progress of active clients.
11. Engage in reflective practice and meaningfully participate in regular operational supervision, clinical supervision, cultural supervision and training.
12. Contribute to the maintenance of 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).

SELECTION CRITERIA

ESSENTIAL:

1. Knowledge and understanding of the issues which affect incarcerated Aboriginal people.
2. Demonstrated ability to provide case management services to incarcerated Aboriginal people.
3. Specialist knowledge relevant to domestic and family violence and, in particular, experience using intervention models appropriate to working with people who have used domestic and family violence.
4. Demonstrated practical experience in managing a caseload of clients with challenging behaviours and/or complex issues.

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5. Knowledge of the impact of family violence on adult victims, children, young people and communities.
6. Demonstrated interpersonal skills; with the ability to build relationships and communicate effectively, sensitively and in a culturally appropriate manner with Aboriginal young people and adults, their families, community members and other relevant people.
7. 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.
8. 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.
9. Knowledge of, or the ability to rapidly acquire a comprehensive knowledge of the youth and criminal justice system including the court process, Corrective Services and parole practices and the relevant legislation.
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.
11. A current 'C' Class driving license.
12. A current Ochre Card or the ability to gain.
13. Satisfactory criminal history check and no history of disqualification from employment by a legal practice.

DESIRABLE:

1. Degree in Social Work or other relevant behavioural science from a recognised tertiary institution.
2. Experience developing and/or delivering educational content about domestic and family violence.
3. The ability to speak an Aboriginal language.

ADDITIONAL FACTORS:

1. 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.

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

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Basic Employment Conditions

Position: INTENSIVE CASE MANAGER – DOMESTIC AND FAMILY VIOLENCE

- 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:**
PSO4.1 \$77,210 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 - \$1,150
- 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) 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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