



North Australian Aboriginal Justice Agency

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

Duty Statement

POSITION: Youth Team Coordinator - Throughcare

LOCATION: 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 through the delivery of strengths-based case management service provision. NAAJA Throughcare are seeking to employ a Youth Team Coordinator to take a lead role in coordinating NAAJA's Youth Throughcare Program in Alice Springs. This will entail:

- Leading the delivery of high-quality individual case management through the provision of specialist guidance, supervision and support.
- Developing and implementing procedures and processes that promote the effective operation of the Program in collaboration with NAAJA Throughcare's management team.
- Building and maintaining strong and effective relationships with relevant internal and external stakeholders.
- Strengthening best practice in the youth justice sector through advocacy, monitoring, training and participation in internal and external law and policy reform platforms.

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 young people. You will have an ability to work effectively with a range of stakeholders and be able to develop professional and meaningful relationships with young people and their families. Qualifications in social work or a related discipline will be an advantage, as is experience managing people and projects.

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

REPORTING RELATIONSHIPS

The Youth Team Coordinator shall report directly to the Throughcare Assistant Manager

DUTIES

HEAD OFFICE: DARWIN

61 Smith Street
GPO Box 1064
DARWIN NT 0801
Tel: 08 8982 5100
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TENNANT CREEK

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The Youth Team Coordinator's duties will include, but not be limited to, the following:

1. Lead the Youth Team in a manner that promotes the health and wellbeing of the Team and motivates Youth Team Case Managers to contribute toward achieving the goals of the Program.
2. Provide support, guidance and regular supervision to Youth Team Case Managers, in particular to ensure strong case management practices which include non-clinical therapeutic approaches, family systems methodologies, and an inclination towards strategic advocacy.
3. Manage referrals, allocations and ensure manageable staff caseloads and high-quality file management.
4. Line manage Youth Team staff, lead performance management processes and participate in performance reviews, staff recruitment and inductions, and the identification of professional development opportunities.
5. In collaboration Management and, in particular, the Adult Team Coordinator (Alice Springs), ensure cultural supervision and support is available to all workers to provide guidance on local and regional community and cultural considerations.
6. Participate in the development of program guidelines and operational procedures with Throughcare's management and ensure they are consistently and accurately implemented.
7. Assess and case manage a small number of young people.
8. Develop, maintain and manage relationships with key stakeholders including NT Government services (particularly Territory Families) and non-government service providers to ensure collaboration and information sharing, and to avoid service delivery duplication.
9. In collaboration with Management, identify broader trends and issues, as well as strategic opportunities for further innovation and growth of the Youth Team.
10. Identify systemic issues in the youth justice sector, actively contribute to law and policy reform work, and participate in regional forums such as CAYJ.
11. Assist Youth Team members to monitor practices in the youth justice sector; ensure young peoples' rights are respected; and engage in constructive methods of quality improvement including the provision of training.
12. 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.
13. Drive and maintain a team culture that is collaborative, positive, and supportive; and model conduct that is 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).

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SELECTION CRITERIA

Essential:

1. Knowledge and understanding of the issues which affect Aboriginal and Torres Strait Islander young people in detention and their families.
2. Demonstrated expertise providing case management and social and emotional support to young Aboriginal people and their families in contact with the criminal justice system, or appropriate transferrable skills.
3. Knowledge and understanding of the developmental needs of young Aboriginal and Torres Strait Islander people, particularly the effects that experiences of trauma have on them and their families.
4. Demonstrated ability to communicate effectively, sensitively and in a culturally appropriate manner with Aboriginal and Torres Strait Islander young people, their families, community members and other relevant people.
5. Demonstrated ability to network and work in collaboration with relevant people, services and government departments.
6. Demonstrated ability to advocate for clients and work effectively with stakeholders with different perspectives and operational imperatives.
7. Demonstrated skills and 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. Knowledge of, or the ability to rapidly acquire a comprehensive knowledge of the criminal justice system.
9. 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.
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.

Desirable:

1. Recognised qualification in Social Work, Youth Work or another relevant behavioural science.
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.
2. Successful applicants will be expected to have skills in operating a computer system particularly word processing using Microsoft Word, Microsoft Excel.
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.

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4. A current Ochre Card or the ability to gain.
5. Up to date vaccination status in line with the chief health officers' mandatory vaccinations for workers
6. This position requires 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: Youth Team Coordinator

- 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:**
PSO5.4 \$96,906
- 5) As a Public Benevolent Institution (PBI) NAAJA is currently able to offer salary sacrificing benefits in line with current legislation (Conditions Apply)
- 6) **Allowances:**
Annual Airfare Entitlement payable per annum after 12 months qualifying service – Alice Springs \$1,150
Remote Allowance – Alice Springs - \$3,276pa (pro rata if less than full time) paid on a fortnightly basis
- 7) **Superannuation:**
9.50% as per Commonwealth Superannuation Guarantee [Administration] Act 1992
- 8) **Annual Leave:**
6 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.

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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