



North Australian Aboriginal Justice Agency

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

POSITION: ADMINISTRATION OFFICER – THROUGH CARE & KUNGAS

LOCATION: ALICE SPRINGS

POSITION OVERVIEW

The North Australian Aboriginal Justice Agency (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 with offices in Darwin, Palmerston, Katherine, Tennant Creek and Alice Springs.

Throughcare provides support and assistance to Aboriginal people from when they are first taken into custody through their period of incarceration continuing through to their reintegration to the community upon release.

NAAJA is seeking an Administrative Officer to join our Alice Springs Throughcare team on a full-time or part-time job share basis.

POSITION OBJECTIVE

To provide administrative support to the Throughcare Management Team and Case Managers. The position requires a multi-skilled, self-motivated person who understands Aboriginal culture, is experienced in working in a professional case management context with high professional standards and attention to detail.

DUTIES

The key responsibilities of the position are to:

- Provide administrative and ancillary support to the Alice Springs Throughcare Team.
- Ensure all Throughcare client records and statistical information is maintained in accordance with practice standards and recorded in an accurate and timely manner in the Throughcare database.
- Provide support to the Senior Coordinator to ensure the smooth functioning of the offices in areas of information technology, office equipment, alarm services and reporting of vehicle and building repairs and maintenance to the Administration & Data Manager.
- Maintain office supplies and services including purchasing goods, raising purchase orders, arranging appointments/meetings and booking interpreters as required.
- Provide general office support including photocopying, answering and effectively screening incoming calls, taking and delivering accurate telephone messages, supporting case managers and monitoring incoming and outgoing mail in a timely manner. Attend meetings to accurately take, transcribe and distribute in a timely manner, meeting minutes.

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
Fax: 08 8972 5050

ALICE SPRINGS

55 Bath Street
PO Box 1670
ALICE SPRINGS NT 0870
Tel: 08 8950 9300
Fax: 08 8953 0784

TENNANT CREEK

61 Patterson Street
PO Box 56
TENNANT CREEK NT 0861
Tel: 08 8962 1332
Fax: 08 8962 2507



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- Maintain the integrity of the information partition and client confidentiality between Throughcare and other sections of NAAJA.
- Other duties as reasonably directed.

SELECTION CRITERIA

Essential

- Demonstrated effective administrative, time management and organisational skills with a sound knowledge and experience in office procedures, file management (manual and computerised), effective call screening and accurate message taking, making appointments, receiving information for/from case management staff and maintenance of client confidentiality.
- Attention to detail and demonstrated experience in taking, transcribing and distributing accurate meeting minutes.
- Demonstrated ability to use the Microsoft programs including but not limited to Word, Excel and Outlook.
- Ability/experience in liaising with other areas of the organization.
- Demonstrated ability to communicate effectively, sensitively and in a culturally appropriate manner with Aboriginal young people and adults, their families, community members, colleagues and other relevant people.
- Demonstrated ability to work under pressure and to meet deadlines.
- Demonstrated ability to work unsupervised, and as part of a small team.
- Ability to obtain a "Working with Children Clearance" (Ochre Card) upon commencement.
- Current NT "C" Class Driver's license or ability to readily obtain.
- Satisfactory criminal history check and no history of disqualification from employment by a legal practice.

Highly Desirable

- An understanding of the role and function of NAAJA and a general knowledge of legal processes.
- Current First Aid Certificate

Additional Factors

- Applicants must address all selection criteria in their written application to be considered for interview.
- Possession of a current driver's license is essential (you may be required to provide evidence of your driving record).
- Applicants for this position are required to disclose any criminal history at the time of interview. Please note the possession of a criminal history is not an automatic bar to employment, as the nature and the circumstances of the offence will be taken into consideration.

To apply, please send your CV and a cover letter addressing the selection criteria to Recruitment@naaja.org.au

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Basic Employment Conditions

Position: ADMINISTRATION OFFICER – THROUGH-CARE & KUNGAS

1. Place of Employment:

Alice Springs

2. Hours of Work:

8:00am - 4:30pm, Monday to Friday

3. Salary/Wages:

PSO3.2 \$71,357

As a Public Benevolent Institution (PBI) NAAJA is currently able to offer salary sacrificing benefits in line with current legislation (conditions apply)

4. Superannuation:

As per the Commonwealth Superannuation Guarantee [Administration] Act 1992.

5. 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.

6. Other:

Satisfactory Working With Children Clearance Check on commencement
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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