



# North Australian Aboriginal Justice Agency

## Duty Statement

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**POSITION:**            **Adult Team Co-ordinator, Throughcare**

**LOCATION:**            **Palmerston**

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### **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 service provision. The Adult Team Coordinator leads the establishment and coordination of NAAJA's Adult Throughcare Program in the Top End. This will entail:

- Leading a team of Intensive Case Managers, some of whom work specifically with people convicted of domestic and family violence related offences and ensuring 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.

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. In addition to shaping our Adult Throughcare Team generally, the Adult Team Coordinator will lead the development of our Family and Domestic Violence specific service provision; build and maintain relationships with key stakeholders including NTCS; and ensure program goals and objectives are met. Accordingly, the Adult Team Coordinator will ideally have experience working with people who have used family and domestic violence; and will have managed projects and people.

The Adult Team Coordinator works effectively with a range of stakeholders and develops 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.

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

## **REPORTING RELATIONSHIPS:**

The Adult Team Co-ordinator, Palmerston shall report directly to the **Throughcare Manager**.

## **DUTIES:**

1. Lead the Adult Throughcare Team in a manner that promotes the health and wellbeing of the Team and motivates Adult Team Case Managers to contribute toward achieving the goals of the Program.
2. Provide support, guidance and regular supervision to Adult Team Case Managers, in particular to ensure strong case management practices which include non-clinical therapeutic approaches and an inclination towards strategic advocacy.
3. Keeping Program criteria and capacity in mind, manage referrals and allocations; and ensure manageable staff caseloads and high-quality file management.
4. Line manage Adult Throughcare Case Managers including those working specifically with people convicted of domestic and family violence related offences; lead performance management processes; and participate in performance reviews, staff recruitment and inductions.
5. In conjunction with Throughcare Leadership Team, plan and oversee professional development activities for Palmerston-based Adult Team Case Managers.
6. Review, monitor and audit Adult Team Case Managers' caseloads to ensure client services are being delivered effectively, provision of service is being captured for internal and external data and evaluation purposes, and all client case work files are being managed in accordance with NAAJA Throughcare file management practice.
7. Participate in the development of program guidelines and operational procedures with the Throughcare Leadership Team and ensure they are consistently and accurately implemented.
8. Develop, maintain and manage relationships with key stakeholders including NT Government services and non-government service providers to ensure collaboration and information sharing, and to avoid service delivery duplication.
9. In particular, develop, maintain and manage relationships with Darwin Correctional Centre staff and members of the Treatment Services Team to ensure there is a meaningful connection between offender programming inside the prison and the pre and post-release support offered by our case managers.
10. In collaboration and under direction from the Throughcare Manager, assist in identifying the broader trends and issues that affect participants and liaise with other relevant agencies to improve Throughcare services.
11. In collaboration with the Throughcare Leadership Team 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.
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).

## **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, 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. Demonstrated ability to develop and 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. Satisfactory criminal history check and no history of disqualification from employment by a legal practice.

### **Desirable**

1. Tertiary qualification in case management, social work or the behavioural sciences from a recognised institution.
2. 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.
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.
4. A current Ochre Card or the ability to gain.
5. This position requires travel to remote communities.

**Basic Employment Conditions**  
**Position: ADULT TEAM COORDINATOR**

**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:**

**PSO 6.1 \$102,480**

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 of \$1150 is payable per annum after 12 months qualifying service.

**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. The only exception to these directions is 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.