



North Australian Aboriginal Justice Agency

Throughcare Duty Statement

POSITION: INTENSIVE CASE MANAGER - ADULT

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 Indigenous Prisoner Throughcare aims to support Aboriginal and Torres Strait people reintegrate to the community following their release from prison. This is accomplished through strengths-based pre-and post release intensive case management.

The Intensive Case Manger – Adult will work with Indigenous prisoners at the Alice Springs Correctional Centre and Barkly Work Camp, beginning four to six months prior to their release from prison and continuing until they have successfully reintegrated to the community.

REPORTING RELATIONSHIPS

The Intensive Case Manager – Adult, shall report directly to the Adult Co-ordinator, Alice Springs.

DUTIES

1. Provide referral, case management and follow up services to Aboriginal people 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, needs and goals.
3. Develop individual case management plans in partnership with the person and their significant others.
4. Provide case management support to clients pre and post release to assist them implement, reflect on and where necessary, alter their case management plans.
5. Identify and work in partnership with key stakeholders and relevant services to contribute to the successful implementation of case management plans. This includes community groups and government agencies.

Head Office: DARWIN – Free Call 1800 898 251 Email mail@naaja.org.au

THROUGH-CARE (TOP END)

Shops 7-8
5 McKenzie Place
YARRAWONGA NT 0830
Tel: 08 7942 8700
Toll free: 1800 321 201

THROUGH-CARE (CENTRAL)

Units 6-9
53 Todd Mall
ALICE SPRINGS NT 0870
Tel: 7902 9311

KUNGA STOPPING VIOLENCE

Unit 6
2 Gregory Terrace
ALICE SPRINGS NT 0870
Tel: 7902 9311

6. Maintain case files in line with NAAJA file management practices.
7. Collect minimum data sets and complete forms as directed by Management to report on the progress of active clients.
8. Engage in reflective practice sessions and meaningfully participate in regular operational supervision, clinical supervision, cultural supervision and relevant training.
9. Contribute to the maintenance of a team culture that is collaborative, positive and support; and model conduct that is consistent with NAAJA and NAAJA Throughcare's values.
10. 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 and Torres Strait Islander people.
2. Experience providing case management support and advocacy, particularly in relation to Aboriginal people.
3. Demonstrated ability to communicate effectively, sensitively and in a culturally appropriate manner with Aboriginal and Torres Strait Islander people, their families, community members and other relevant people and organisations.
4. Demonstrated ability to maintain client confidentiality and illustrate an awareness of the issues relating to client confidentiality and privacy within the Aboriginal and Torres Strait Island community and work environment.
5. 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 and other relevant documentation.
6. Demonstrated organisational skills, particularly in relation to managing competing demands and the implementation of sound file management practices.
7. Knowledge of, or the ability to rapidly acquire a comprehensive knowledge of the criminal justice system including the court process; Correctional Services; Community-based Orders including probation and parole; and the serious sex offender and ANCOR regimes.
8. Ability to work as an effective member of a team in a community organisation, including the ability to deal with the organisations' demands such as meeting rigid deadlines.
9. A commitment to reflective practice.
10. Satisfactory criminal history check and no history of disqualification from employment by a legal practice.

Desirable

- Degree in social work or the behavioural sciences from a recognised tertiary institution.
- The ability to speak an Aboriginal language.

Appointment subject to:

- Rights to work in Australia.
- Satisfactory criminal history check and no history of disqualification from employment by a legal practice. 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 for employment, as the nature of the circumstances of the offence will be taken into consideration.
- Valid NT Drivers Licence
- Current Working with Children Card or the ability to gain one.
- A willingness to travel to remote communities and bush courts.

Additional factors

- Non-smoking working environment

- Evidence of qualifications attainment required
- The contact details of at least 2 referees required
- 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.

How to Apply:

Submit a written application, addressing the Selection Criteria to recruitment@naaja.org.au

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

POSITION: Intensive Case Manager – Adult (Alice Springs)

Basic Employment Conditions

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:** PSO 5.1 \$90,424 to 30 June 2025
As a Public Benevolent Institution (PBI) NAAJA can offer up to \$18,450.15 per annum of the salary, tax-free as a fringe benefit (Conditions Apply)
5. **Allowances:**
Annual Airfare Entitlement of \$1,150 payable per annum after 12 months qualifying service
6. **Superannuation:**
11% as per Commonwealth Superannuation Guarantee [Administration] Act 1992
7. **Annual Leave:**
6 Weeks per annum. Leave loading of 17.5% 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 are recognised as relevant service for the purpose of accessing Long Service Leave on a pro-rata non-financial basis.
9. **Personal (Sick, Bereavement, and Compassionate) Leave:**
15 days per annum. On termination of employment, employees with 7 years continuous service with NAAJA will be entitled to a payout of 50% of unused Sick Leave credits.
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 2006*, NAAJA is not able to employ a person who has been convicted of a serious offence or disqualified from a 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 2006* 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.