

Throughcare

Duty Statement

POSITION: INTENSIVE CASE MANAGER - PAROLE

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.

The Intensive Case Manager – Parole will work specifically with Indigenous people in prison with non-parole periods to re-apply for parole by assisting them to develop post release plans that will support an intention to complete parole successfully and avoid reoffending.

The Intensive Case Manager – Parole will provide an intensive pre and post release reintegration service in which clients are assisted to develop suitable and realistic parole applications which address criminogenic risk factors and ensure appropriate supports are in place. They will also provide case management for individual clients to assist them with opportunities when they are released from prison/detention by helping them to address their diverse transitional needs including rehabilitation, housing, employment, health, life skills, reconnection to family and community, social connectedness, education and training.

The Intensive Case Manager – Parole will act as a subject matter expert on Parole within the NAAJA Indigenous Prisoner Throughcare program.

REPORTING RELATIONSHIPS

The Intensive Case Manager – Parole reports to the Manger – Throughcare Programs or as otherwise directed by NAAJA.

DUTIES

The Intensive Case Manager – Parole, duties will include, but not be limited to:

1. Receive referrals from the NAAJA Throughcare Case Managers, NTDCS staff and the NT Parole Board and provide information, advice and assistance to clients at Northern Territory Correctional Centres and Youth Detention Centres on issues pertaining to parole.
2. Work in collaboration with NTDCS staff and other relevant stakeholders to assist clients to address barriers related to their early release on parole and develop thorough post-release plans in partnership with family and community.
3. Assist clients to apply for parole and, in particular, prepare parole submissions for the NT Parole Board on their behalf.
4. In collaboration with the NAAJA Throughcare Team, provide post-release support and intensive case management to clients who successfully obtain parole.

5. Ensure clients and their families understand the conditions associated with the relevant parole order and have support to monitor and address issues where they arise, and where necessary liaise with relevant NTDCS staff and the NT Parole Board.
6. Refer clients in need of legal advocacy and service provision to appropriate civil, criminal and family law services.
7. Maintain case files in line with NAAJA file management practice and collect and collate qualitative and quantitative data for reporting and evaluation purposes.

SELECTION CRITERIA

Essential:

1. Demonstrated interpersonal skills; with the ability to build relationships and communicate effectively, sensitively and in a culturally appropriate manner with Aboriginal and Torres Strait Islander people, their families, community members and other relevant people.
2. Demonstrated ability to network and work in collaboration with relevant people, services and government departments.
3. Demonstrated ability to advocate for clients and work effectively with stakeholders with different perspectives and operational imperatives.
4. 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.
5. Demonstrated ability to provide case management support to Aboriginal and Torres Strait Islander people in contact with the criminal justice system, or appropriate transferrable skills which can be applied to working with Aboriginal and Torres Strait Islander people in contact with the criminal justice system.
6. Knowledge of, or the ability to rapidly acquire a comprehensive knowledge of the criminal justice system including the court process, correctional services and parole practices.
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. 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:

Recognised qualification in Social Work and evidence of eligibility for membership of the Australian Association of Social Work (AASW), or an equivalent qualification and membership to relevant body.

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 - Parole

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 5.2 \$93,669 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 is 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 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.