



North Australian Aboriginal Justice Agency

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

Duty Statement

POSITION: INTENSIVE CASE MANAGER – ADULT TEAM

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 and Torres Strait people in prison and youth detention through the delivery of strengths-based pre and post release service provision. We are seeking an Alice Springs-based Intensive Case Manager to deliver high quality individual case management to Aboriginal people preparing to leave the Alice Springs Correctional Centre.

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. You will have an ability to work effectively with a range of stakeholders and be able to develop 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.

Aboriginal and Torres Strait Islander people are encouraged to apply.

REPORTING RELATIONSHIPS

The Intensive Case Manager shall report directly to the Adult Throughcare 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.

HEAD OFFICE: DARWIN

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GPO Box 1064
DARWIN NT 0801
Tel: 08 8982 5100
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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.
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 supportive; 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 Islander 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 parole and probation; 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 organisation's 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.
11. A current Ochre Card or the ability to gain.

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DESIRABLE

1. Degree in social work or the behavioural sciences from a recognised tertiary institution.
2. 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 or be able to, within a short period, develop skills in operating a computer system particularly word processing using Microsoft Word.
3. This position requires travel to remote communities.

Please note: Applicants for this position must address the selection criteria in their written application, which should be sent to Recruitment@naaja.org.au

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Basic Employment Conditions

Position: INTENSIVE CASE MANAGER – ADULT TEAM

- 1) Probationary Period:**
6 months
- 2) Place of Employment:**
Alice Springs
- 3) Hours of Work:**
37.5 hours per week. 8:00am - 4:30pm Monday to Friday
- 4) Salary/Wages:**
PSO3.1 \$66,766 to PSO4.1 \$74,961 per annum, dependent on experience
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 payable per annum after 12 months qualifying service – Alice Springs \$1,150
Remote Allowance – Alice Springs - \$3,300pa (pro rata if less than full time) paid on a fortnightly basis
- 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 by 21 April 2022.

The only exception to these directions are 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.

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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.

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