

# North Australian Aboriginal Justice Agency

Freecall 1800 898 251 ABN 63 118 017 842 Email [mail@naaja.org.au](mailto:mail@naaja.org.au)

## Aboriginal Health Worker Role Description

This is an Aboriginal and Torres Strait Islander identified position

<b>Position Title</b>	Aboriginal Health Worker
<b>Salary</b>	PSO 5.1 (\$93,136) – PSO 5.4 (\$102,808) depending on experience
<b>FTE</b>	Full time 37.5 hours per week
<b>Location</b>	Darwin and Alice Springs
<b>Positions</b>	2 positions available (1 in Darwin & 1 in Alice Springs)
<b>Commencement</b>	ASAP
<b>Completion</b>	12 months
<b>Reports to</b>	Mental Health Practice Manager (Darwin)
<b>Applications close</b>	13/08/24

### About NAAJA:

The North Australian Aboriginal Justice Agency Ltd (NAAJA) provides legal assistance and justice services for Aboriginal and Torres Strait Islander people in the Northern Territory. We have offices in Darwin, Palmerston, Katherine, Tennant Creek and Alice Springs. We are recognised as a leading legal service and have received national and local human rights and crime prevention awards for our work.

NAAJA's legal practice is the largest in the Northern Territory, providing high quality, culturally proficient and accessible advice, casework and court advocacy in both criminal and civil law. NAAJA particularly seeks to achieve social justice for Aboriginal and Torres Strait Islander people through strategic litigation, law reform and education.

The criminal law practice consists of criminal solicitors working in the areas of youth, summary, indictable and appellate crime, supported by administrative and client service staff who play a vital role in ensuring the provision of effective legal services to our clients.

- Flexible working arrangements
- Salary Packaging options
- Leave Entitlements

### Position Overview

The Aboriginal Health Worker will work collaboratively with the mental health team to support effective engagement with Aboriginal and Torres Strait Islander clients and their families. The

#### 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 Paterson Street  
PO Box 56  
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Tel: 08 8962 1332  
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Aboriginal Health Worker will also liaise with client-related stakeholders. This includes but not limited to NDIS supports, Guardians and forensic mental health Court teams. They will provide support and be the initial contact between clients and the legal team.

The position requires a multi-skilled, self-motivated person who has a working understanding of Aboriginal culture. The position also requires a person to have a working understanding of mental health issues and structural issues Aboriginal peoples face when engaging with the criminal law system. This includes an understanding of level reports including the Royal Commission into Aboriginal Deaths in Custody and the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability. There may be travel to Bush Courts with legal staff including overnight stays.

The successful person will have a level of patience, empathy, and basic understanding of the law although training will be provided in legal instruction taking and office systems particular to the position. The work requires high levels of motivation, energy, and a commitment to professional excellence.

***This is an Aboriginal and Torres Strait Islander identified position.***

## Key Responsibilities

The mental health practice area is responsible for providing a culturally sensitive and empathic approach to engaging and assisting vulnerable clients with mental health, cognitive impairments, and associated issues. The Aboriginal Health Worker will have the following key responsibilities:

- Coordinate and engage with relevant stakeholders.
- Provide advice and support to the social worker and the Mental Health Practice Manager.
- Provide information, support, and assistance to clients, including interpretation, translation or explanation of the proceedings or sentences regarding their case under the direction of a legal practitioner.
- Assist solicitors by providing relevant information regarding Aboriginal law, culture, custom and/or tradition, which may affect a client's case.
- Contribute to good working relationships with all NAAJA clients and provide a cultural link between clients and legal officers and other NAAJA staff.

## Reporting Relationships

The Aboriginal Health Worker (Darwin and Alice Springs) will report directly to the Mental Health Practice Manager (Darwin).

## Duties

1. Engage and consult clients care teams and supports, whether that be family or NDIS associated agencies.
2. Answer phone calls, take and pass on messages where required.

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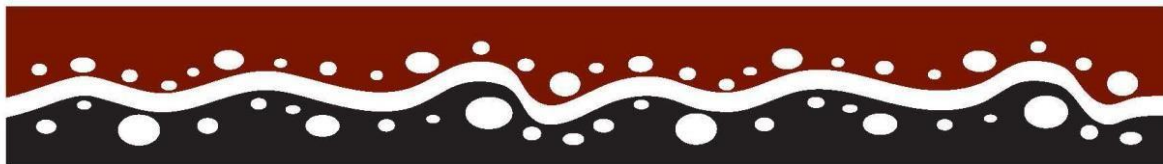
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3. Respond to client inquiries, provide legal information, and assist communication between lawyers, clients and their families.
4. Liaise with CSOs to ensure that all files and court lists are available for the following day.
5. Attend clients at the Darwin Correctional Centre or Don Dale Youth Detention Centre, either in person or through audio-visual link, and provide where necessary, support, information, referral and follow up.
6. Provide advice and information to lawyers and support staff as required about Aboriginal culture and society.
7. Develop and maintain community contacts to assist clients access services related to their problems.
8. Complete client referrals where appropriate.
9. Arrange assessments for rehabilitation and emergency accommodation.
10. Assist with developing bail proposals, including contacting places of accommodation, booking transport etc.
11. Ensure accurate and complete Duty and Advice sheets are completed. Obtain clear and accurate client information, including personal and family history.
12. Maintain accurate data entry standards and processing of mental health records and associated reports.
13. Raise purchase orders as directed.
14. Organise client repatriations and other client and family follow up as required for the clients.
15. Ensure a high level of confidentiality is always maintained.
16. Ensure compliance with work health and safety requirements, including vehicle and equipment checks.
17. Travel to remote communities to provide services in connection with circuit courts as required.
18. Other duties as reasonably directed.

### Selection Criteria (Essential)

1. Knowledge and understanding of contemporary Aboriginal culture and society, including a knowledge, and understanding of the impact of colonisation on Aboriginal society.
2. Knowledge and understanding of mental health illnesses and cognitive impairments, including a knowledge, and understanding of the impacts of mental health illnesses and impairments on Aboriginal peoples and communities.
3. A working understanding of the legal system in the Northern Territory and how it relates to Aboriginal peoples.
4. Good written and oral communication skills with a particular ability to communicate with Aboriginal and Torres Strait Islander people.
5. Experience/demonstrated ability in office procedures including word processing, filing and reception.
6. Availability to travel to remote communities to attend bush courts or consult with communities.
7. Ability/experience in liaising with other agencies and stakeholders, developing networks and contacts in other associated services such as emergency housing, NDIS and associated

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agencies, NT Guardian, community mental health and outreach services, policing, rehabilitation and community corrections/probation and parole.

8. Ability to work as part of a small team and meet deadlines without supervision.
9. A current 'C' Class driving license, with 4WD experience.
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 one.

### How to Apply:

Applicants for this position must address the selection criteria in their written application, which should be sent to [Recruitment@naaja.org.au](mailto:Recruitment@naaja.org.au).

**Applications close Tuesday 13 August 2024**

***Please note: There are 2 positions available (1 in Darwin & 1 in Alice Springs)***

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