



POSITION DESCRIPTION

Position Title	Case Worker
Location	Darwin or Katherine Office
SCHADS Award Level	Classification Level 3
Remuneration	Salary \$64,308 to \$68,962.40 (value of salary package \$74,070 to \$78,733 dependent on personal circumstances - as a Public Benevolent Institution (PBI) NAAFLS can offer up to \$15,899 per annum of the salary, Tax-free as a fringe benefit (conditions apply).
Hours of work	Monday to Thursday 8:15am – 4:30pm, Friday 8:30am – 4:00pm
Employment Type	Full-time ongoing position (<i>subject to funding</i>)
Superannuation	10.0%
Leave Entitlement	6 weeks per annum plus 17.5% leave loading
Reports To	Manager Client Support
Closing Date	21 September 2021
Special Measures	This position is identified for an Aboriginal and/or Torres Strait Islander person and is intended to constitute a special measure under section 8 (1) of the <i>Racial Discrimination Act 1975 (Cth)</i> , and section 57 of the <i>Anti-Discrimination Act 1996 (NT)</i> .
Information for Applicants	Email applications including a one-page summary sheet outlining how you meet the selection criteria and your current resume/cv to hr@naafpls.com.au
Additional Information	HR & Operations Manager on 08 8923 8200 or email hr@naafpls.com.au

Key Duties and Responsibilities:

1. Work collaboratively with NAAFLS solicitors to develop and implement case plans with Aboriginal and/or Torres Strait Islander clients, including assisting to help clients set and achieve their goals, while identifying evidence that will be meaningful in associated legal cases.
2. Provide support and guidance to Aboriginal and/or Torres Strait Islander clients, including making referrals to other agencies, scheduling appointments and transporting clients to appointments or court as required.
3. Maintain accurate case files through timely data entry using NAAFLS' electronic file management and statistical information systems.
4. Motivate clients to participate in implementation of mandated plans.
5. Support clients during confronting appointments and meetings, such as child, parent, carer meetings and court appearances.
6. Build a positive culture within the service which is aligned with NAAFLS' values and Strategic Plan.
7. Adhere to privacy and confidentiality policies as outlined in NAAFLS' Policies and Procedures.
8. Promote and maintain safe work practices in accordance with NAAFLS WH&S Policies and Procedures.
9. Undertake other duties as directed by the Manager Client Support, Senior Client Support Officer and other Managers.

Selection Criteria:

1. Relevant experience in delivering case work services in an Aboriginal and/or Torres Strait Islander community services environment.
2. Proven ability to communicate effectively and sensitively with Aboriginal and/or Torres Strait Islander people in a service delivery environment, including strong relationship building and advocacy skills.
3. Ability to deliver complete, culturally appropriate and individually developed-services.
4. Willingness to use your cultural expertise to help shape and enhance service delivery for Aboriginal and/or Torres Strait Islander clients.
5. Demonstrated capacity to work flexibly and possess the ability to manage competing demands
6. Availability to undertake overnight travel to remote communities, up to 2 x 4 day trips per month.
7. Ability to obtain a Working With Children Clearance (WWCC) and undergo a Criminal History Check.
8. Possess a current 'C' Class NT Drivers Licence