



## North Australian Aboriginal Justice Agency

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

### Duty Statement

---

---

**POSITION:** INTENSIVE CASE MANAGER - YOUTH

**LOCATION:** ALICE SPRINGS

---

---

#### POSITION OVERVIEW

The North Australian Aboriginal Justice Agency Ltd (NAAJA) provides legal assistance and justice services for Aboriginal 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 Throughcare aims to reduce repeat offending by supporting Aboriginal people through the delivery of strengths-based case management service provision. Intensive Case Manager – Youth provide intensive case management support to young people in contact with the criminal justice system. The Intensive Case Manager will work with NAAJA's wider youth team to help young people avoid detention and provide pre and post-release support to those leaving the Alice Springs Youth Detention Centre. They will assist young people to address their diverse needs including rehabilitation, housing, employment, health, life skills, reconnection to family and community, social connectedness, education, and training.

The successful applicant will have a commitment to social justice principles and a proven ability to experience provide support to young people in contact with the criminal justice system. The position requires a multi-skilled, self-motivated person who has an understanding of Aboriginal culture.

Aboriginal and Torres Strait Islander people are encouraged to apply.

#### REPORTING RELATIONSHIPS

The Intensive Case Manager - Youth will report to the Youth Team Coordinator (Alice Springs).

---

#### 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  
TENNANT CREEK NT 0861  
**Tel:** 08 8962 1332  
**Fax:** 08 8962 2507



## North Australian Aboriginal Justice Agency

---

### DUTIES

The Intensive Case Manager - Youth is required to independently manage a caseload of 10 to 12 participants of the program. Priority is given to young people in detention with sentences, but referrals made on behalf of young people in detention on remand may be accepted where capacity allows. The duties of the position may include, but are not limited to, the following:

1. Provide referral, case management and follow up services to Aboriginal young people in contact with the criminal justice system to address the causes of their offending behaviour and seek to avoid further periods of detention.
2. Support young people in detention to access programs and services within the detention centre.
3. Taking a family systems approach, support young peoples' contact with family and encourage their participation in case management planning and implementation, both pre and post-release.
4. Assess the transitional needs of Aboriginal young people in detention prior to their release and collaboratively determine their risks, goals and needs.
5. Develop individual case management plans in partnership with the young person and those they identify.
6. Assist Aboriginal young people to develop effective reflective skills to assist them in identifying offending behaviour or problems associated with the offending behaviour.
7. Identify and work in partnership with key stakeholders and relevant services to contribute to successfully implement case management plans. This includes NAAJA staff, government agencies and non-government organisations and service providers.
8. Maintain case files in line with NAAJA file management practices.
9. Collect minimum data sets and complete forms as directed to report on the progress of active clients.
10. Contribute to the maintenance of a team culture that is collaborative, positive, supportive and warm.
11. 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 people.
2. Extensive experience in the provision of case management support, particularly in relation to disadvantaged youth; youth in detention; and youth justice, or appropriate transferrable skills.
3. Knowledge and understanding of the developmental needs of young people, particularly the effects that peer pressure, alcohol and other drug use and experiences of trauma have on young Aboriginal people.

---

#### 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  
TENNANT CREEK NT 0861  
Tel: 08 8962 1332  
Fax: 08 8962 2507



## North Australian Aboriginal Justice Agency

---

4. Demonstrated ability to communicate effectively, sensitively and in a culturally appropriate manner with Aboriginal young people and adults, their families, community members and other relevant people
5. 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.
6. 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, parole applications and other relevant documentation.
7. Knowledge of, or the ability to rapidly acquire a comprehensive knowledge of the youth and criminal justice system including the court process and orders, Corrective Services, Territory Families, parole practices and the relevant legislation.
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. Satisfactory criminal history check and no history of disqualification from employment by a legal practice.
10. A current Ochre Card or the ability to gain.

### 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. A willingness to 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](mailto:Recruitment@naaja.org.au).*

---

#### 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  
TENNANT CREEK NT 0861  
Tel: 08 8962 1332  
Fax: 08 8962 2507



## North Australian Aboriginal Justice Agency

---

### Basic Employment Conditions

#### Position: INTENSIVE CASE MANAGER - YOUTH

- 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 - 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. 55) 2021 effective 13 October 2021, workers who come into direct contact with vulnerable population groups including Aboriginal people are required to be vaccinated with an approved COVID-19 vaccine and show their employer evidence of their vaccination status. These workers must be fully vaccinated by 24 December 2021.

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. 55) 2021.

---

**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  
TENNANT CREEK NT 0861  
**Tel:** 08 8962 1332  
**Fax:** 08 8962 2507



## North Australian Aboriginal Justice Agency

---

### 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.

---

#### **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  
TENNANT CREEK NT 0861  
**Tel:** 08 8962 1332  
**Fax:** 08 8962 2507