

## Social Supports Manager

<b>Contract type</b>	Full time, Fixed term to June 2026
<b>Salary range</b>	\$108,944 to \$120,051
<b>Mark which location you would like to work from</b>	<div>Redfern</div> <div>Parramatta</div> <div>Newcastle</div> <div>Dubbo</div>
<b>Submit applications to</b>	Rebekah Woodward, Recruitment Manager (New Programs) <a href="mailto:rebekah.woodward@alsnswact.org.au">rebekah.woodward@alsnswact.org.au</a>
<b>Applications close</b>	EOD Tuesday 13 June
<b>Recruitment notes</b>	<p>All ALS employees are required to be fully vaccinated against COVID-19 due to workplace safety obligations.</p> <p><i>Due to the nature of our work many of our positions require Employee's to obtain and maintain a satisfactory Working with Children Check (NSW) or Working with Vulnerable People (ACT), National Police Check and a Criminal History Police Check.</i></p> <p>The position offered to the Employee will be subject to the Employee's acceptable Police Checks and the ability to obtain a Working with Children or Vulnerable People Check.</p> <p>The successful applicant will need to have a willingness and ability to travel to regional and metropolitan locations, conferences (local and interstate) and events. This may include overnight stays.</p>
<b>Employee benefits</b> <b>Salary packaging</b>	<p>At the time of advertising, the ALS is deemed to be a Public Benevolent Institution. As a result, the ALS currently offers the option of salary packaging a portion of an employee's salary.</p> <p>Salary packaging allows employees to elect an amount, up to the annual Australian Taxation Office limit (currently \$15,900 per FBT year), to be deducted from their before tax salary.</p> <p>Salary packaging benefit is dependent on the employee's personal circumstances, the ALS cannot provide financial advice.</p>
<b>Application sections and checklist</b>	<p>Please make sure you have completed all the requirements of the application.</p> <ol style="list-style-type: none"> <li>1. Completed ALS Application Form</li> <li>2. Cover Letter stating how you meet the selection criteria (key competencies and requirements pages 4-5)</li> <li>3. Your up-to-date Resume</li> <li>4. A copy of your current driver's license</li> <li>5. A copy of your Working with Children's or Vulnerable Persons Check</li> <li>6. A copy of your Covid-19 Vaccination Certificate(s)</li> </ol> <p>Incomplete applications will not be accepted.</p>
<b>Position Description</b>	The Position Description can be found at the end of this document.

## ALS Employment Application Form

This form must be completed by all applicants.

By submitting this application, you are acknowledging that the information provided on this form and in the attached documents is true and correct.

<b>First name</b>			
<b>Last name</b>			
<b>Preferred name</b>			
<b>Phone number</b>			
<b>Email address</b>			
<b>Residential address</b> <i>(optional)</i>			
<b>Do you identify as Aboriginal or Torres Strait Islander?</b>	<b>Yes</b> <b>Aboriginal</b> <b>Torres Strait Islander</b> <b>Aboriginal &amp; Torres Strait Islander</b>	<b>No</b> <input type="checkbox"/>	
<b>Have you attached a copy of your current drivers' licence?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>		
<i>Due to the nature of our work many of our positions require Employee's to obtain and maintain a satisfactory Working with Children or Vulnerable Persons Check, National Police Check and a Criminal Police Check.</i>			
<b>Do you consent to undertaking a Police Check?</b> <i>Please note that not all items which appear on a Police Check will prevent a person from obtaining employment.</i>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>		
<b>Do you consent to obtaining a Working with Children Check (NSW) or a Vulnerable Persons Check (ACT)</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>		
	<i>If held: WWCE</i>	<i>Expiry date:</i>	
<b>How did you hear about this position?</b> <i>For example: ALS Website, Facebook, ALS Employee, Ethical Jobs, Koori Mail, Community Notice Board etc</i>			

## POSITION DESCRIPTION

### SOCIAL SUPPORTS MANAGER, JUSTICE PROJECTS, POLICY AND PRACTICE

FIXED TERM – (to June 2026)

*This is an Aboriginal/Torres Strait Islander identified position which is a genuine occupational qualification and is authorised under section 14(d) of the Anti-Discrimination Act 1977.*

#### PRIMARY OBJECTIVE

The purpose of this role is to establish and manage a best practice social supports framework and practice within the ALS that is culturally safe and responsive to the needs of community. This will also involve overseeing the support, supervision and professional development of social supports staff, such as social workers and mental health officers.

#### REPORTING RELATIONSHIPS

Duties are performed under the ultimate guidance and direction of the Chief Executive Officer (CEO). This role reports directly to the Principal Solicitor (Justice Project, Policy and Practice) or their delegate.

#### ORGANISATIONAL ENVIRONMENT

The ALS is an Aboriginal owned and an Aboriginal community-controlled organisation (ACCO) which is incorporated, limited by guarantee and a registered charity.

The ALS provides culturally appropriate information and referral, legal advice and representation to Aboriginal and Torres Strait Islander people including children in NSW and the ACT. It is committed to achieving justice for Aboriginal and Torres Strait Islander people and their communities. The ALS does this by ensuring it remains committed to being community focused, being fearless in its advocacy, accountable, and ethical and aiming to make a difference to create better futures, while also acknowledging and respecting Aboriginal values and cultural practices.

#### KEY COMMUNICATIONS

This position requires the ability to work collaboratively with ALS team members and demonstrate effective written and verbal communications skills.

**Internal:** The position holder will liaise closely with managers and social supports staff in new programs who are involved with social supports services.

**External:** The position holder will build a network of support services and develop relationships with a variety of stakeholders, including ACCOs, government departments and local Aboriginal communities.

*See Appendix (page 6) for details of the new programs with social supports services at the ALS.*

#### KEY AREAS OF RESPONSIBILITY

- Design, deliver and manage an organisation-wide social supports framework, practice and procedures for the ALS that are in line with the organisation's vision and goals

- Provide guidance and advice to program managers and social supports staff designing, implementing and evaluating social supports services within the ALS' new programs
- Provide expertise and advice to legal practices on matters of social supports service provision
- Contribute to the development of policies and guidelines within the ALS to support the inclusion of social support services
- Ensure social supports services provided are within required legal parameters, including meeting obligations of confidentiality and mandatory reporting
- Lead continuous improvement within social supports services delivered at the ALS, aiming for best practice and consistency across the organisation
- Provide professional supervision for social supports staff where required, supporting and resourcing them to deliver high quality, ethical and accountable services
- Establish a debrief/support system for the continual health and wellbeing of social supports staff
- Assess, manage and where possible, mitigate workplace risks to clients and staff within social supports services
- Perform other reasonable duties as directed
- Adhere to ALS's Equal Employment Opportunity (EEO) and Work Health and Safety (WHS) policies, work practices and rules
- Demonstrate a commitment to and behaviours that align to ALS Values and ALS Code of Conduct

## **KEY COMPETENCIES AND REQUIREMENTS**

### ***Essential***

- Identify and be recognised in the community as an Aboriginal and/or Torres Strait Islander person
- Bachelor of Social Work, Psychology or related field
- 5 years of practice experience
- Demonstrated experience providing effective supervision, support or training to allied professional staff
- Knowledge and appreciation of the cultural and social needs of Aboriginal and Torres Strait Islander people combined with continuing respect and support for Aboriginal and Torres Strait Islander cultural practices when considering service delivery and other support for clients, their families, communities and employees
- Proven capacity to identify and understand systemic issues experienced by many of our clients, and how these issues impact families and communities
- Sound understanding of social work best practices and wraparound services required to support clients
- Excellent written, verbal and interpersonal skills
- Ability to document information and provide reports in line with funding requirements and relevant legalisation
- Ability to travel to metropolitan and regional areas for work purposes

- Ability to adapt to change and work in a start-up environment

***Desirable***

- Previous experience working in an Aboriginal or Torres Strait Islander community-based organisation
- Previous experience working in a legal practice or other multidisciplinary environment
- Previous experience designing and delivering new social supports/allied health services or programs

## **APPENDIX: NEW PROGRAMS WITH SOCIAL SUPPORTS SERVICES**

### **ALS CHILD AND FAMILY ADVOCACY AND SUPPORT**

The ALS Child and Family Advocacy and Support (ACFAS) program aims to keep Aboriginal and Torres Strait Islander families safe and out of the child protection system. The program will encompass legal and wraparound services which support families who are involved in the early stages of the child protection system and at risk of having their children removed. The holistic services will work to prevent the families from ending up in the Children's Court.

The program will provide both a state-wide telephone advocacy referral line and face-to-face services in Dubbo, Moree and surrounding areas. This will serve as a proof of concept to inform potential future expansion across NSW. A multidisciplinary team of specialist civil and child protection solicitors, social workers, disability and family advocacy and support officers, and lived experience advisors will support the clients.

### **CLOSING THE GAP BAIL ADVOCACY PROGRAM**

The Bail Advocacy Program (BAP) aims for Aboriginal and Torres Strait Islander women and young people to not be denied bail for avoidable reasons unrelated to community safety, such as not having a safe place to stay. The program seeks to break the cycle of reoffending by supporting women and young people throughout their contact with the criminal legal system, starting with their first contact with police.

The service will initially comprise two pilot projects: one for women in Newcastle and Redfern, and one for young people in Parramatta. They will act as a proof of concept to support a state-wide model to reduce the overall number of Aboriginal and Torres Strait Islander people remanded in custody. Multidisciplinary teams of solicitors, social workers, community engagement officers and a youth officer will support the clients.

### **LEGAL ASSISTANCE FOR VULNERABLE WOMEN**

The Legal Assistance for Vulnerable Women (LAVW) provides legal and wraparound services to Aboriginal and Torres Strait Islander women experiencing or at risk of domestic and family violence.

The program will include a trauma-informed community outreach model and be based in the Newcastle, Lake Macquarie and Hunter regions. The multidisciplinary team will comprise specialist civil and care and protection/family solicitors, a social worker and community engagement officer. The program forms part of the ALS Family and Violence Safety team.

### **MENTAL HEALTH ADVOCACY AND REFERRAL SERVICE**

The Mental Health Advocacy and Referral Service (MHARS) provides culturally safe advocacy, support and referral services for Aboriginal and Torres Strait Islander people living with mental health conditions and/or cognitive impairments who are in contact with the criminal legal system. The service aims to minimise client contact with, and divert clients away from, the criminal process, while supporting their health and wellbeing.

The small team, which includes three Mental Health Officers in Redfern, Parramatta and Wagga Wagga, will act as a proof of concept for additional funding across the state and highlight gaps in mental health and rehabilitation services.