



POSITION DESCRIPTION

Position Title	Therapeutic Practice Lead
Location	Darwin
Closing Date	24 June 2024

ABOUT NAAFLS

NAAFLS is a non-government Aboriginal Corporation providing legal advice, representation and community legal education to Aboriginal people living in Communities and small towns across the Top End of the NT. We provide advice and representation to victims of Domestic Violence, including Family Law clients and to victims who are the subject of Child Protection Applications or Orders. Other work includes Victims of Crime Compensation Claims and assistance and support with housing applications.

NAAFLS has offices in Darwin, Katherine and Nhulunbuy and assists clients in over 44 remote communities. Regular travel to these communities is predominantly in line with the Darwin and Katherine Court Circuit calendars and requires our team to stay overnight on community for up to two trips of 2-4 days per month.

Teams consist of a Solicitor and Case Worker who provide a wrap around holistic service to our vulnerable clients to ensure they are fully supported through their journey.

KEY RESPONSIBILITIES

1. Lead and deliver high-quality client centred case management support that is strength based, and inspire, motivate, and coach staff to deliver the same.
2. Work effectively with a range of stakeholders and be able to develop professional and meaningful relationships with Aboriginal people and their families.
3. Understand the court system and social/systemic issues faced by Aboriginal people in the Northern Territory.
4. Lead teams in reflective practice sessions.
5. Build a positive culture within the service which is aligned with NAAFLS' values and Strategic Plan.
6. Participate in all staff and team meetings as required.
7. Undertake remote community travel from time to time, including overnight.
8. Undertake training/professional development in consultation with the CEO.
9. Promote and maintain safe work practices in accordance with NAAFLS WH&S Policies and Procedures.
10. Undertake other duties as reasonably directed.

DUTIES

1. Lead staff recruitment, orientation and induction; identify professional development opportunities with Support Team staff; to identify career progression.
2. Conduct probation reviews, annual and biannual performance reviews, and corresponding individualised staff training and development plans with the Support Team.
3. Provide training, coaching and mentoring to the Support Team.
4. Lead teams in reflective practice sessions, support decision-making processes, service planning sessions, supervision and staff development activities.
5. Review, monitor and audit case loads to ensure client services are being delivered in line with NAAFLS policies and procedures.
6. Assist the CEO to ensure service delivery and operational policy and procedures are being consistently and accurately updated, implemented and adhered to.

7. Work within NAAFLS Leadership Team to establish and maintain strong working partnerships with partner organisations to deliver the best possible comprehensive service to First Nations people engaged with the service.
8. Ensure Client data is being gathered and stored on Actionstep to ensure collection of accurate information relating to KPI indicators.
9. Adhere to NAAFLS policies and procedures.
10. Build a positive culture within the service which is aligned with NAAFLS' values and Strategic Plan.
11. Participate in all staff and team meetings as required.
12. Undertake remote community travel from time to time, including overnight.
13. Undertake interstate travel from time to time.
14. Undertake training/professional development in consultation with the CEO.
15. Maintain safe work practices in accordance with NAAFLS WH&S Policies and Procedures.
16. Undertake other duties as reasonably directed.

SELECTION CRITERIA

Essential

1. Possess extensive experience in the provision of cultural case management support that is client-centred, strength-based and trauma informed.
2. Demonstrate experience in providing training and supervision in a casework context, including the ability to coach and mentor a diverse range of staff.
3. 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.
4. Demonstrate ability to ensure high standards of file management, including client confidentiality.
5. Demonstrate high-level written communication skills, including the ability to prepare formal reports, assessments, funding applications and other correspondence.
6. Possess a high level of attention to detail and demonstrated ability to work with an electronic records management system and enter accurate and timely data and use a range of computer programs.
7. Understand data management and reporting systems.
8. Ability to maintain high-level relationships with external and internal stakeholders including to contribute to NAAFLS model of holistic, integrated service delivery.
9. Demonstrate a comprehensive understanding of confidentiality, mandatory reporting and the issues relating to family violence.
10. Must obtain a Working With Children Clearance (WWCC) and a clear Criminal History Check.
11. Possess a current 'C' Class NT Drivers Licence.

Desirable

1. Tertiary qualification in Social Work or the Behavioural Sciences from a recognised institution.

Please note: Applications for this position must address the selection criteria in a one-page summary sheet outlining how you meet the selection criteria and send this with your current resume/cv to hr@naafls.com.au



EMPLOYMENT CONDITIONS

Position Title	Therapeutic Practice Lead
Location of Employment	Darwin
Reports To	Chief Executive Officer
Probationary Period	6 months
Employment Type	Full-time ongoing position <i>(subject to funding)</i>
Hours of work	Monday to Thursday 8:15am – 4:30pm, Friday 8:30am – 4:00pm
SCHADS Award Level	Classification Level 7
Remuneration	Salary \$110,907.68 to \$115,537.24 per annum <i>(dependent on experience)</i>
Salary Packaging	Equivalent salary range with packaging approx. \$120,729 to \$125,700 per annum <i>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).</i>
Superannuation	11.0%
Leave Entitlement	6 weeks per annum plus 17.5% leave loading
Personal/Carer's leave	15 days per annum
Equipment supplied	<ul style="list-style-type: none"> • Laptop • iPhone • Uniforms
Additional benefits	<ul style="list-style-type: none"> • Time off in Lieu of Overtime • Travel Allowance • Paid parental leave applicable to Primary or Secondary Carer <i>(6 weeks' paid after 12 months service)</i> • Study Leave • Defence Leave
Mandatory employment requirements	<ul style="list-style-type: none"> • Obtain a working with children clearance (WWCC) • Obtain a clear Criminal History Check • Possess a current 'C' Class NT Drivers Licence
Conditions of Employment	<ul style="list-style-type: none"> • Social, Community, Home Care and Disability Services Industry Award 2010 • National Employment Standards • Fair Work Act