



# LARRAKIA NATION

ABORIGINAL CORPORATION

ICN 3170

## PATROL OFFICER

### ABOUT THE CORPORATION

Larrakia Nation Aboriginal Corporation (LNAC) is the peak advocacy and support agency for the Larrakia people, the traditional landowners of the Greater Darwin area. Initially established in 1998 to represent the Native Title interests of the Larrakia people, the LNAC has since evolved into a vital service delivery organisation focussed on addressing the social, cultural and economic aspirations of the Larrakia people by initiating and administering programs, projects and services for the broader Aboriginal community.

LNAC is a not-for-profit organisation, receiving the majority of its operating expenses from funding from the NTG & Commonwealth Governments.

### POSITION DETAILS

<b>JOB TITLE:</b>	PATROL OFFICER
<b>LEVEL:</b>	DEPENDENT ON EXP.
<b>LOCATION:</b>	76 Dick Ward Drive, Coconut Grove
<b>POSITION:</b>	WEEK DAY & WEEKENDS
<b>REPORT TO:</b>	PROGRAM MANAGER & COORDINATOR
<b>SUPERVISION:</b>	N/A
<b>MORE INFO:</b>	HR Department T: 08 8948 3733 E: <a href="mailto:hr@larrakia.com">hr@larrakia.com</a>

Reviewed May 2019

### PROGRAM DETAILS

Our Day Patrol (**Assist Program**) and Night Patrol (**DPNP – Darwin Palmerston Night Patrol**) services aim to prevent alcohol related disputes, problems and conflict in the Darwin and Palmerston area through dispute resolution and transporting vulnerable persons to a place of safety or referring to other relevant service providers.

### KEY RESPONSIBILITIES

**OBJECTIVE:** Improve the safety of vulnerable Aboriginal people in the Darwin and Palmerston Area through the delivery of patrols, dispute resolution and transport services.

- Conduct mobile and foot patrols to identify at-risk behaviours by Aboriginal people;
- Intervene in situations where vulnerable persons are at risk by providing dispute resolution, transport of vulnerable persons or other culturally-appropriate actions;
- Maintain radio/telephone communications with Police and other agencies and assist Police and other agencies during times of emergency where feasible;
- Conduct effective liaison with internal / external users, major service providers and referring agencies in order to achieve the required level of service delivery.
- Defuse violent situations and protect vulnerable people where safe to do so.
- Record statistical information and maintain an accurate and concise shift journal of all activities carried out on shift;
- Provide first aid assistance to persons suffering from illness or injuries;
- Participate in training programs, professional development and performance reviews;
- To assist in the collection of data and have input to program improvement;
- Ensure program assets are maintained to the highest standard and report any maintenance issues when required;
- Undertake other duties as directed by management;

- Be punctual, reliable, work to industry standards and maintain a neat and tidy appearance;
- Ensure effective communication with colleagues, clients and service providers, plus involvement and contribution to regular and consistent team meetings and handovers.
- Maintain respect for Larrakia people and traditional country; and
- Ensure best practice of OH&S and guidelines are followed.

LNAC considers that the following personal qualities are vital to a **Patrol Officer**:

#### **Organisational**

- Demonstrated ability to work collaboratively and autonomously as required
- Ability to work within allocated timeframes in a fast-paced environment
- Ability to cooperate and work collaboratively with all staff, management, other service providers and LNAC members

#### **Personal Attributes**

- Flexibility to adapt to new situations as they arise
- Possess drive, commitment and a sense of humour
- Caring and supportive attitude
- Patience, empathic and a high level of professionalism
- Organised and able to multi-task
- Physically fit and able to lift heavy objects
- Excellent interpersonal skills and manner
- Willingness to adapt to work in a challenging environment
- Genuine appreciation of Indigenous people and culture

#### **Commitment and Application to Duties**

- Demonstration of a positive and proactive attitude with strong initiative
- Promote the organisation in a positive manner at all times
- Take reasonable care to ensure one's own safety at work and that of other staff within the workplace
- Remain calm and collected if faced with challenging situations

## SELECTION CRITERIA

Applicants **MUST** possess the following:

<b>SC1</b>	Good knowledge and understanding of the issues and factors affecting Indigenous people in the Northern Territory
<b>SC2</b>	Ability to prioritise work and operate effectively in a small team with minimal supervision
<b>SC3</b>	The ability to converse and negotiate successful outcomes with Indigenous people, particularly when adversely affected by alcohol and/or other drugs
<b>SC4</b>	Understanding and experience of cultural protocols, together with a willingness to work respectfully in accordance with Larrakia and other Indigenous culture
<b>SC5</b>	Extremely reliable with the ability to work unsupervised and in line with standard policies and procedures
<b>SC6</b>	Willingness to work shift work including nights, weekends and public holidays
<b>SC7</b>	Basic computer skills (including word processing and email) and the ability to maintain accurate, but confidential, administrative records
<b>SC8</b>	In possession of, or ability to quickly acquire, a Certificate III in Community Patrol Services or similar
<b>SC9</b>	In possession of a valid First Aid & CPR Certificate
<b>SC10</b>	Current, unrestricted NT Driver's Licence (C Class minimum) – <b>*Manual Driving Required</b>

It would be considered an **advantage** if applicants also possess:

<b>1</b>	Possession of, or ability to quickly acquire, Professional Assault Response Training, Two Way Radio Communications, Defensive driving and Suicide Intervention
<b>2</b>	Previous experience working in the Community Service Sector or knowledge and understanding of service providers and agencies in the Darwin and Palmerston areas to which Indigenous persons involved or affected by alcohol related disputes, problems and conflict can be referred
<b>3</b>	Identify as Indigenous
<b>4</b>	Cert III in Community Services or similar

**\*\* Note:** All applicants, prior to an offer of employment, will be required to provide at least **two** current, verifiable referees, provide a valid Police Clearance (dated within the last 6 months), Working with Children Check and successfully complete a pre-employment medical, drug test and fitness test. An offer of employment will only be provided with successful completion of the above.

### EMPLOYEE ENDORSEMENT: (Sign below & initial each page ONLY if offered employment)

I, \_\_\_\_\_ [PRINT FULL NAME] understand and accept that I will be required to perform the duties and tasks contained in this Position Description and such other duties and tasks that LNAC may assign to me, regarding my skills, training and experience.

Sign: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_