



LARRAKIA
NATION

Culture Empowering Community

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ABN 56 531 057 147 ICN: 3170

Darwin's Traditional Owners

POSITION DESCRIPTION

Position: Case Worker
Program: Tenancy Support and Life skills Program (TSP)
Salary sacrifice available: Yes – through external provider (currently \$15,900 pa attracts no PAYG)
Superannuation: 9.25% employer contribution (in addition to actual base salary)
Standard working days per Week: Monday to Friday
Shift Worker: No
Responsible to: Team Leader -TSP
Work Location: Bagot Community, Bagot Road, Ludmilla
Work related travel: Yes, as required

THE ORGANISATION:

The Larrakia Nation Aboriginal Corporation ("LNAC") is a member-based body corporate registered under the Commonwealth Corporations (Aboriginal and Torres Strait Islander) Act 2006 (the CATSI Act). The members are represented by a Board of Directors which is legally responsible for administering the corporation in accordance with the CATSI Act and establishing broad policies and objectives for the corporation. The Chief Executive Officer ("CEO") is responsible for implementing the policies and objectives established by the Board of Directors and managing the day-to-day activities of the corporation.

The 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.

The members of LNAC are those Aboriginal persons who, under traditional law and custom, hold rights and interests to the traditional country (Darwin Harbour, Cox Peninsula, most of Gunn Point and much of rural Darwin).

LNAC is a not-for-profit organisation and receives the majority of its capital and operating expenses from the Northern Territory Government, Commonwealth Government and by entering into business partnerships with the private sector.

Approved


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Bob Savage, Chief Executive Officer

Date: 5/2/16

PROGRAM DETAILS:

The Tenancy Support and Life skills Program (TSP) assists the residents of Darwin's Urban Indigenous Communities (Bagot, Kulaluk, Minmirama, One Mile Dam, Knuckey's Lagoon and Palmerston Indigenous Village) to achieve successful tenancies and better integrate with the broader community.

Case management is delivered with a whole-of-family approach to clients who are either self-referrals or referred by Territory Housing.

PRIMARY OBJECTIVE:

Provide and assist in providing, culturally appropriate support to Indigenous families residing in the Darwin and Palmerston Town Communities to ensure they achieve successful tenancies.

KEY RESPONSIBILITIES:

1. Is responsible for Case Management including: assessment, case plans, coordination, monitoring and implementation of plans in a timely manner.
2. Ensures appropriate clients records are recorded in a timely manner.
3. Develops and maintains effective relationships with LNAC and other relevant stakeholders in the interest of the client and the program.
4. Delivers life skills trainings to families under the TSP program.
5. Takes part to the assessment phase under the supervision of the Senior Case Worker or the Program Manager.
6. If required, provides referrals to a range of relevant support services under the supervision of the Senior Case Worker.
7. Assists in the development and implementation of procedures.
8. Ensure client confidentiality and legally accountable practices at all times.
9. Other position related duties as agreed in performance agreement, with your supervisor.

SELECTION CRITERIA:

Essential:

1. Knowledge of family services, especially those that have a focus on Indigenous families at risk within a home visiting / case management framework and ability to work collaboratively with other service providers.
2. Ability to deliver or assist in delivering training and support services to indigenous people with complex needs.

Approved

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Bob Savage, Chief Executive Officer

Date: 5/2/16

3. Understanding of tenancy management in a social housing environment, particularly the history and contemporary circumstances of urban Indigenous community dwellers.
4. Experience in working with Indigenous people and communities, including ability to develop rapport with clients and share knowledge and skills in a culturally appropriate manner.
5. Ability to work collaboratively in a small team, exercise initiative, apply good time management and organisational skills.
6. Good computer, literacy and numeracy skills, including ability to write regular reports.
7. Current NT Driver's Licence (Class C minimum).

Desirable:

- Not Applicable

APPLICATIONPROCESS

Applicants to provide a current curriculum vitae and letter explaining how they meet the selection criteria to Senior Human Resource Officer on hr.officer2@larrakia.com or by post to PO Box 1098, Nightcliff NT 0814

Note:

Applicant's are required to provide at least two (2) current verifiable referees and may be required to undertake a Police background check.

Employee endorsement:
(employment)

(Initial each page and sign below only if offered)

I, _____ [print your 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, having regard to my skills, training and experience.

Dated: / /

Signed: _____

Approved 

Bob Savage, Chief Executive Officer Date: 5/2/16