

CatholicCare NT Role Description

Position Title	Team Leader MBCP
Position Number	CC2747
Salary	Base Salary SCHADS Grade 7 Plus Superannuation Guarantee Contribution, 17.5% leave loading and salary packaging option
EFT	Full time 38 hours per week
Location	Berrimah
Commencement	ASAP
Completion	Ongoing (subject to funding)
Last Reviewed	April 2026

1. Program Description

CatholicCare NT (CCNT) is a not-for-profit organisation providing social services and programs to individuals, couples, families, children, groups, schools, and agencies across the Northern Territory. CCNT’s Men’s Domestic and Family Violence (DFV) programs include the Men’s Behaviour Change Program (MBCP) in Darwin and Wadeye, Co-Responder Program (CR) in Darwin as well as court support for men who use violence in their relationships in Darwin and Katherine. The primary goal of these programs is to ensure the safety of women and children.

The MBCP and CR operate out of Darwin. The MBCP provides outreach to the Darwin Correctional Centre, Wadeye, and the Tiwi Islands. The programs are designed to support men who are engaging in violent, abusive, or controlling behaviours, helping them to change these behaviours through group sessions and individual case management. Participants receive education, strategies, support, and referrals to other services. The MBCP team also collaborates with NT Legal Aid to provide social support for men in the court space who are impacted by Domestic and Family Violence (DFV). These program aims to prevent violence and promote healthier, more respectful relationships.

2. Purpose of the Position

The MBCP Team Leader is responsible for the leadership and delivery of CCNT’s Darwin MBCP, Co-responder model and Men’s Court Support Programs in Darwin and Katherine. This position has a particular focus on leading and supervising program staff, applying professional knowledge and support, supporting quality practice development and continuous improvement. A key aspect of the role is ensuring a collaborative and integrated approach with associated women’s support services and other CCNT services to mitigate risk and keep those using violence in view. Program portfolios may be subject to change within the contract period.

3. Organisational Relationships

Significant delegate authority and reports to MBCP Program Manager.
May manage a section or organisation.

4. SCHADS Grade 7 Characteristics

- Operate under limited direction and exercise managerial responsibility for various functions within a section and/or organisation or operate as a specialist, a member of a specialised professional team or independently.
- Involved in establishing operational procedures which impact on activities undertaken and outcomes achieved by the organisation and/or activities undertaken by sections of the community served by the organisation.
- Involved in the formation/establishment of programs, the procedures and work practices within the organisation and will be required to provide assistance to other employees and/or sections.
- Responsibility for decision-making and the provision of expert advice to other areas of the organisation.
- Undertake the control and co-ordination of the organisation and major work initiatives.
- Employees require a good understanding of the long-term goals of the organisation.
- Positions at this Grade may be identified by the level of responsibility for decision-making, the exercise of judgment and delegated authority and the provision of expert advice.
- Management of staff is normally a feature at this Grade.
- Set outcomes in relation to the organisation and may be required to negotiate matters on behalf of the organisation.

5. Key Responsibilities and Performance Standards

5.1 Program development and direct service delivery

- Drive the development and implementation of program content and activities that are consistent with funding guidelines, program standards, organisational and clinic practices, and align with CCNT policies and procedures.
- Ensure staff knowledge in CBT, ACT, DBT and MBCP methodologies is current and contemporary.
- Support and work closely with cultural advisors and program reference groups to ensure program delivery is culturally appropriate, sensitive and safe.
- Manage allocation of group delivery and case management within available resources
- Co-facilitate MBCP Groups and hold a small caseload of complex participants.

5.2 Lead an integrated team

- Provide support and guidance to ensure staff deliver high quality, responsive case work and services, in line with Program Guidelines, contractual obligations, mandatory reporting legislation, and the needs of the community
- Embed contractual funding requirements in service delivery, with reference to the Program Plan, Program Guidelines, Theory of Change and Program Logic
- Ensure good practice is embedded in services, with an innovative, forward thinking and evidence-based approach to deliver the best possible outcomes for participants and their partners, ex-partners and families.
- Ensure the financial system SAP, is used to appropriately authorise expenditure, consistent with program and organisational requirements

- Foster a cohesive team culture based in accountability, respect, reflection, and innovation, including with the Women's Safety Worker (contracted with Dawn House)

5.3 Ensure data integrity

- enter accurate data and case notes in line with program requirements and setting the team standard.
- conduct regular audits of client sessions, session notes, and planning, using the participant audit tool, and providing feedback to staff in supervision.
- communicate and implement updates to CSnet® practices, as directed.
- provide timely reports and feedback to the Program Manager and Contracts Team when requested, consistent with contractual reporting agreements.
- lead implementation of quantitative and qualitative evaluation methods.

5.4 Staff mentoring and development

- guide and mentor staff in program philosophy and content.
- provide training to CCNT staff in ACT, group work and best practice approaches to addressing challenging behaviours.
- provide program specific supervision to the DFV Services Team Leader, and other staff as required.

5.5 Stakeholder engagement

- develop and maintain collaborative networks and relationships with relevant government and community based agencies, and community representatives, to enhance service delivery, referral pathways and ongoing support for clients
- maintain professional relationships and appropriate boundaries with all clients, stakeholders and CatholicCare NT staff represent CatholicCare NT in a professional manner at all times

5.6 Participate in Supervision and Evaluation activities by:

- entering accurate data and case notes in line with program requirements
- providing reports and feedback as requested
- actively participating in evaluation activities
- attending supervision to reflect and review case management practices as per CatholicCare NT policy

5.7 Safeguarding Children

Our organisation takes child protection seriously, and as an employee/volunteer of CatholicCare NT, you are required to meet the behaviour standards outlined in our Safeguarding Children and Young People Policy (ORG/SP/P030). You will have received a copy of this policy as part of your induction. You can also access a copy of this policy via the Intranet.

All staff are to provide a service in line with our safeguarding children policies and procedures and are required to report any concerns of abuse and neglect toward children and young people to the relevant authorities as per policy and procedure. Any criminal charges or convictions received during

the course of employment/ volunteering that may indicate a possible risk to children and young people must be reported to the relevant Line Manager within forty-eight (48) hours.

6. Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the position and must demonstrate the following personal attributes:

- Compassion, empathy, sense of justice and tolerance
- Demonstrated organisational fit with ability to work within a culture and values framework
- Team player with ability to work with others in a spirit of trust, respect, reflection and accountability
- Adaptable with resilience to work in difficult situations and willingness to work beyond the role description when required
- Ability to represent CCNT in a culturally appropriate and professional manner at all times

7. Work Conditions

The Team Leader is located in a busy, open area office. The role requires remote work and after-hours work as approved by the manager. Remote work can include travel in light aircraft, basic accommodation and may span over a weekend. Any work outside of normal work hours is balanced by equivalent time off through the week, so that the total hours per fortnight does not exceed the normal 76 hours. All staff are expected to comply with relevant WH&S requirements.

8. Selection Criteria

- 1) Prerequisites:
 - I. degree with substantial experience;
 - II. post graduate qualification;
 - III. associate diploma with substantial experience;
 - IV. attained through previous appointments, service and/or study with a combination of experience, expertise and competence sufficient to perform the duties required at this level.
- 2) Significant experience in relevant practice and team leadership, including facilitating men's behaviour change groups.
- 3) An understanding of therapy modalities, including Cognitive Behaviour Therapy (CBT), Acceptance and Commitment Therapy (ACT), and Dialectical Behaviour Therapy (DBT), as well as interviewing approaches like Motivational Interviewing (MI).
- 4) Demonstrated knowledge of DFV response frameworks, risk assessment and safety,
- 5) Strong interpersonal and communication skills encompassing report writing, case note writing and supervision and the ability to communicate effectively with managers, staff and stakeholders across a range of diverse cultural groups and settings.
- 6) Experience in recording and interpreting quantitative and qualitative data in line with program requirements and leading a team to do the same.
- 7) Demonstrated cultural competency, particularly in working with Indigenous people

9. Special Conditions

- 1) Must be an Australian Citizen or have unlimited work rights within Australia.

- 2) This position is subject to a satisfactory criminal history check that must demonstrate that you have not had inappropriate dealings with children or been charged or convicted of a domestic violence offence.
- 3) Valid NT Drivers Licence and Ochre Card.
- 4) This position requires you to apply for a Working with Children Clearance/Ochre Card prior to your employment commencement date and send us receipt of payment. This will be at your own cost.
- 5) If you have resided in an overseas country for 12 months or more in the past 10 years, this position requires you to complete an International Criminal History check (ICHC) prior to your employment commencement date. The outcome of the initial screening check must be satisfactory.
- 6) This position is classified as a mandatory worker position for the purpose of COVID-19 vaccines and directions issued by the NT Chief Health Officer.
- 7) Six-month probation period.
- 8) Non-smoking working environment.
- 9) The contact details of at least two referees are required.
- 10) Evidence of qualification attainment will be required.
- 11) Aboriginal people are strongly encouraged to apply.