

CatholicCare NT Role Description

Position Title	Team Leader Children & Parenting Program & Youth Enhanced Service
Position Number	CC2731
Salary	Base Salary SCHADS Grade 6 Plus superannuation, 17.5% leave loading and salary packaging option
EFT	Full time 38 hours per week
Location	Tennant Creek
Completion	Ongoing (Subject to Funding)
Last Reviewed	February 2026

1. Program Description

CatholicCare NT is a not-for-profit organisation, providing social services and programs to individuals, couples, families, children, groups and agencies across the Northern Territory.

The Children and Parenting program provides early intervention, preventative services and programs. Using a whole of family approach to resource, educate, support and skill parents to improve developmental and wellbeing outcomes for children and families, specifically targeting at risk populations. The program provides a range of evidence-based programs and activities for parents (Kinship, guardians, carers), to increase capacity, develop knowledge, skills and support to raise healthy children and a range of developmental activities and experiences for children.

The Youth Enhanced Service (YES) provides a service to advance the extent and quality of care provided to young people at risk of, or who are experiencing mental illness. YES is designed to increase service access to improve the chances of recovery and longer term social and emotional health and wellbeing. YES engages with young people, their family and carers to improve their knowledge and understanding of local service options that provide the most appropriate supports. YES does this by providing assessment, casework and specialist mental health liaison and community education.

2. Purpose of the Position

The Team Leader is responsible for the implementation, leadership and integration of the following programs: Children and Parenting and Youth Enhanced Services in order for the programs to meet their objectives. Program portfolios may be subject to change within the contract period. This position has a particular focus on leading and mentoring program staff, applying professional knowledge and support whilst providing direct services and managing complex client work

3. Organisational Relationships

Exercises a degree of autonomy and reports to the designated supervisor as per the CCNT organisational chart.

May manage a work area/ medium organisation or multi-worksite organisation.

4. SCHADS Grade 6 Characteristics

- Operate under limited direction from senior employees or management and undertake a range of functions for which operational policies, practices and guidelines may need to be developed.
- Scope to influence the operational activities of the organisation and would require incumbent to be involved with establishing operational procedures, which impact upon the organisation and/or the sections of the community served by it.
- Expected to contribute to management of the organisation, assist or prepare budgets, establish procedures and work practices.
- Involved in the formation of programs and work practices and will be required to provide assistance and/or expert advice to other employees.
- May be required to negotiate matters on behalf of the organisation.
- Responsibility for decision-making in the particular work area and the provision of expert advice.
- Provide consultation and assistance relevant to the workplace.
- Set outcomes for the work areas for which they are responsible to achieve the objectives of the organisation.
- May be required to undertake the control and co-ordination of a program, project and/or significant work area, which requires a good understanding of the long-term goals of the organisation.
- Exercise managerial responsibility, work independently as specialists or may be a senior member of a single discipline project team or provide specialist support to a range of programs or activities.
- Positions at this grade may be identified by:
 - impact of activities undertaken or achievement of stated outcomes or objectives for the workplace;
 - the level of responsibility for decision-making;
 - the exercise of judgment;
 - delegated authority;
 - and the provision of expert advice.
- Managing time is essential so outcomes can be achieved.
- High level of interpersonal skills is required to resolve organisational issues, negotiate contracts, develop and motivate staff.
- Will be required to understand and implement effective staff management and personnel practices.

5. Key Responsibilities and Performance Standards

5.1 Service Delivery & Practice Leadership

- manage triage, assessment and allocation of participants for individual and groupwork across programs
- Undertake assignment of complex participants across programs and/or group work as required
- Standardise models of practice to ensure services are best practice, evidence – based,

trauma-informed and culturally appropriate

- implement reporting guidelines, organisational and clinical practices, that are consistent and in line with CCNT policies and procedures.
- contribute to continuous improvement of organisational policy, procedure, and guidelines to ensure best practice and consistency with applied practice standards.
- Identify challenges and opportunities for service improvement.
- Embed contractual improvement of organisational policy, procedure and guidelines to ensure best practice and consistency with applied standards
- Develop and monitor best practice, evidence – based services to inform strengths-based participant works, program delivery and reporting to funding bodies

5.2 Team Leadership, Supervision & HR Management

- Provide leadership, support and guidance to ensure staff deliver high quality, responsive case work in line with contractual obligations, mandatory reporting legislation and community needs.
- Foster a cohesive team culture grounded in accountability, respect, reflection and innovation.
- Schedule and provide regular supervision to each team member to reflect on and review case management practices, in line with CatholicCare NT policy.
- Attend supervision training as required to strengthen leadership capability.
- Participate in recruitment, interview, induction and training of staff.
- Deliver high-quality induction, appraisal, mentoring, guidance, role modelling and performance management processes.
- Identify and action staff learning and development needs, supporting and reviewing Employee Development Plans.
- Monitor and authorise staff movements, including leave applications, using HR3

5.3 Governance, Compliance & Data Integrity

- Ensure accurate and timely entry of participant data, case notes and supervision records in line with program requirements and organisational standards.
- Conduct regular audits of participant sessions, session notes and planning using the Client Record Monitoring Checklist, providing feedback in supervision.
- Communicate and implement updates to CSnet® practices as directed.
- Ensure SAP is used appropriately to authorise expenditure in accordance with program and organisational requirements.
- Provide timely reports and feedback to the Regional Manager and Contracts Team consistent with contractual reporting agreements.
- Lead the implementation of quantitative and qualitative evaluation methods.
- Actively participate in supervision, reporting and evaluation activities as required.
- supervision to reflect and review case management practices as per CatholicCare NT policy.

5.4 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

6. 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.

7. 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

8. Work Conditions

In this role, you will regularly work with participants who have experienced, or are currently experiencing, domestic and family violence, child abuse, other forms of violence and threats of harm. The work may involve hearing distressing disclosures, managing safety concerns and working within mandatory reporting and safeguarding frameworks.

This position is located in a busy, open area office. This position requires outreach work, after hours and weekend work as approved by the Regional Manager. This will be 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.

9. 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 Grade.
- 2) Strong interpersonal and communication skills including 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
 - 3) Demonstrated cultural competency, particularly in working with Indigenous people
 - 4) Experience in providing supervision to multi-disciplinary staff
 - 5) Minimum five years' experience in relevant practice and team leadership.

10. 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 (IHC) prior to your employment commencement date. The outcome of the initial screening check must be satisfactory.
- 6) This position is classified as an essential worker
- 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.