

## POSITION DESCRIPTION

<b>Position Number:</b>	1094
<b>Position Title:</b>	Family Dispute Resolution Practitioner (FDRP) and Family Law Pathways (FLPN) Project Officer
<b>Position Type:</b>	Full Time (negotiable) - 12 Months Fixed Term (FTE 0.8 for FDRP role and 0.2 for FLPN role)
<b>Location:</b>	Alice Springs
<b>Direct Reports:</b>	Nil
<b>Responsible To:</b>	Manager of Mediation

### About Relationships Australia Northern Territory

Relationships Australia Northern Territory (RA-NT) is a community-based, not-for-profit, non-government organisation providing a broad range of services, which are for all members of the community regardless of religion, belief, age, gender, sexual orientation, lifestyle choice, cultural background or economic circumstances.

Our clients are often dealing with complex and sensitive situations, so we look for employees who are understanding, knowledgeable and genuinely care about the wellbeing of others.

### Vision

Relationships Matter - Respectful Relationships can empower people to belong, connect and have meaning and confidence to meet the challenges of our time.

### Purpose

To embrace and improve individual, family and community wellbeing through our supportive, professional and culturally appropriate counselling, mediation and family meetings.

### Values

#### We value

#### We demonstrate this by:

#### RESPECT:

Respecting the rights of individuals, families, stakeholders, our clients and our employees, to make informed choices.

#### ABORIGINAL & TORRES STRAIT ISLANDER:

Supportive two-way learning to strengthen our services, by embracing culturally innovative service provision and employment for First Nations people.

#### INTEGRITY:

Providing services which are appropriate, supportive to client and community needs and which adhere to the highest ethical standards.

#### SOCIAL JUSTICE:

Promoting and pursuing a society which is equitable and inclusive.

#### EXCELLENCE:

Pursuing excellence through critical and continuous reflection, professional and organisational development, best practice and innovation.

#### DIVERSITY:

Advocating inclusiveness to all regardless of age, gender, race, sexuality, disability, religion and any other unique talent.

## About the Alice Springs Family Law Pathways Network

The Alice Springs Family Law Pathways Network (FLPN) aims to foster strong links with locally based service providers who operate as part of, or alongside, the family law system. It seeks to enhance collaboration between services and to improve the overall assistance to separated and separating families. The Alice Springs FLPN is part of a greater, national network of FLPN's. It is an initiative of the Commonwealth Attorney-General's Department and is auspiced in Alice Springs by Relationships Australia.

## Summary of Position

The combined roles for this position include:

### Family Dispute Resolution Practitioner (FDRP):

This part of the position requires the provision of quality Family Dispute Resolution (FDR) services to individuals, couples and families at RA-NT. The position's activities are to be conducted in accordance with the Family Law (Family Dispute Resolution Practitioners) Regulations 2008. FDRP's at RA-NT work within a child-focused and culturally responsive practice model.

### Family Law Pathways Network (FLPN) Project Officer:

The role of the FLPN Project Officer is to engage community organisations and the legal profession in activities aimed at enhancing collaboration and professional skills. Activities are undertaken in consultation with the FLPN Steering Committee and Deputy Director Alice Springs.

In the performance of this role, you are required to comply with the Safeguarding Children and Young People Practice and Behaviour Guidelines and to participate in cultural fitness activities.

## Key Duties and Responsibilities

### Duties of the Family Dispute Resolution Practitioner include:

- Maintain accreditation and professional practice as a FDRP, with active participation in ongoing supervision, and training.
- Contribute towards the professional knowledge of FDR services when appropriate.
- Add value to the FDR clinical team by providing pre-mediation and joint mediation sessions for both parenting and property matters.
- Utilise child focused and child inclusive mediation models and provide family conferencing where cases involve extended family members.
- Commit to the delivery and development of culturally responsive family service models and practice.
- Participate in the development and provision of group sessions and seminars to help families focus on children's needs as required.
- Assist with the promotion of FDR and other Mediation services, through professional and community networking, presentations, and promotional activities as required.
- Assist with the provision of workplace and/or elder mediations where required.

### Duties of the Family Law Pathways Network (FLPN) Project Officer include:

In collaboration with the FLPN Steering Committee and Deputy Director of Alice Springs:

- Develop and carry out the activities as identified in the FLPN Annual Work Plan. This includes convening FLPN Members Meetings, Community Legal Education sessions, developing and creating resources, coordinating projects, and facilitating the delivery of cross-sector training.
- Establish and maintain strong links between the family law system and other service providers by encouraging networking and promotion of services.
- Prepare the FLPN Annual Activity Report and Work Plans when required by the funding body and for the Steering Committee's approval.

- Ensure that FLPN provides activities within the allocated budget.
- Participate in National FLPN network meetings.
- Oversee and convene regular FLPN Steering Committee meetings.
- Maintain the Alice Springs FLPN website and service directory.

Duties for both positions include:

- Contribute to the objectives of RA-NT programs and to the goals of the service, by actively participating in meetings and assisting with project work where required.
- Maintain co-operative relationships and referral networks with relevant government, business and community services.
- Adhere to RA-NT policy and procedures in all areas of professional conduct and service delivery.
- Utilise computer systems to maintain appropriate, accurate, confidential and up-to-date client records, and to access RA-NT communication systems and information.
- Undertake other duties, and provide assistance as directed by the Deputy Director Alice Springs.

## **Qualifications and Experience**

### Essential

- Tertiary level qualifications in an appropriate field, and current accreditation (or ability to obtain accreditation) as an FDRP.
- Demonstrated capacity to provide quality FDR services, with the ability to undertake effective case management including administration tasks and updating client information software.
- Professional knowledge of the range of family relationship issues that can be experienced by separating or separated parents, including an understanding of the impact of conflict on children.
- Demonstrated experience in screening and assessment of family violence and an understanding of the impact of domestic violence on separating families.
- Experience in delivering a child focused and/or child inclusive model of mediation.
- Experience in working with diverse communities, including Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse communities.
- Proven ability to work effectively with stakeholders and community members.
- Proven ability to maintain records, write reports and organise meetings.
- Ability to work within a set budget.
- Strong interpersonal, verbal and written communication skills.
- Proven commitment to ongoing professional development.
- Ability to work as a team member within the ethos and values of RA-NT.

### Desirable

- National mediation accreditation or the ability to obtain accreditation for undertaking workplace mediations.
- Experience in undertaking workplace and/or elder mediations.
- Training and experience as a Child Consultant delivering a Child Inclusive approach to Family Dispute Resolution.
- Experience with website design, Mail Chimp and Event-brite.

## **Requirements**

- A satisfactory Northern Territory working with children check.
- A satisfactory national criminal history check.
- Possession of a current NT Driver's License.
- A commitment to our Safeguarding Children Practice and Behaviour Guidelines.
- Evidence of vaccination status as required by Northern Territory Health Directive.

## Corporate

### Physical Resources

- Take care of physical resources during employment with RA-NT including IT, vehicles, equipment and related items.

### Systems

- Comply with RA-NT corporate systems, policies and procedures.

### Work Health and Safety

- Demonstrated safe work practices for personal health and safety, and the health and safety of others in line with Work, Health and Safety requirements.
- Comply with any reasonable instruction and co-operate with any reasonable policy or procedure of the organisation relating to health or safety in the workplace.

***Please note that Position Descriptions are under constant review and may be changed by the Chief Executive Officer, after consultation, at any time.***

## Acknowledgement

I have read, understood and accept the position as documented in this position description.

Employee Name (Please Print):

Signature:









Date:

<i>Reviewed by:</i>	<i>Human Resources</i>	<i>April 2022</i>
<i>Review due by:</i>	<i>Human Resources</i>	<i>April 2024</i>
<i>Approved by:</i>	<i>Chief Executive Officer</i>	<i>October 2021</i>

## Basic Employment Conditions for – Family Dispute Resolution Practitioner (FDRP) and Family Law Pathways (FLPN) Project Officer

<b>Place of Employment:</b>	Alice Springs
<b>Probationary Period:</b>	6 months
<b>Salary:</b>	\$88,757.76 - \$96,969.60, Levels 5.1 to 6.1 depending on qualifications and experience (SCHADS Award)
<b>Hours of Work:</b>	12 Month Fixed Term – Full Time (negotiable), 8.30am to 5:00pm – Monday to Friday
<b>Superannuation:</b>	As per Commonwealth Superannuation Guarantee [Administration] Act 1992

## Benefits and Entitlements

<b>Salary Packaging:</b> 	As a Public Benevolent Institution (PBI) RA-NT can offer up to \$15,899 per annum pro rata of the salary, tax-free as a fringe benefit (Conditions Apply).
<b>Entertainment Benefits:</b> 	As part of the Salary Packaging RA-NT can offer up to \$2,650 per annum pro rata of the salary, tax-free as a fringe benefit (Conditions Apply).
<b>Annual Leave:</b> 	5 weeks per annum pro rata. Leave Loading of 17.5% will be payable on annual leave per annum pro rata. In addition, 3 days of leave (without Leave Loading) are given between Christmas and New Year during the RA-NT Office Closure.
<b>Long Service Leave:</b>	As per the NT Long Service Leave Act.
<b>Personal &amp; Parental Leave:</b> 	10 days per annum pro rata for personal leave and up to 6 weeks paid parental leave per annum pro rata.
<b>Professional Development:</b> 	Staff development in accordance with RA-NT guidelines (\$3,000 – total of 10 days PD leave pro rata). PD is accessible after three months of continuous service.
<b>Wellbeing Allowance:</b> 	\$500 allowance and one Wellness Day off per staff member, per financial year as part of the organisations commitment to improve the health of its employees, allowance paid upon production of receipts.
<b>Relocation Allowance:</b> 	An allowance of up to \$4,000 is payable if relocating from interstate (Conditions Apply).
<b>Cultural Fitness:</b> 	A number of events are organised throughout the year to promote and celebrate diversity.