

## POSITION DESCRIPTION

<b>Position Number:</b>	1085
<b>Position Title:</b>	Manager of Community Wellbeing Team
<b>Position Type:</b>	Full-Time
<b>Position Level:</b>	SCHADS 7.1, \$104,875.16
<b>Location:</b>	Darwin
<b>Direct Reports:</b>	9
<b>Responsible To:</b>	Director, Regional & Specialised Projects

### 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.

## Summary of Position

The purpose of this position is to oversee and assume day to day management responsibilities of the Disability Royal Commission Support Services Program (DRCCS), Senior Relationship Services (SRS) and Specialised Family Violence Program (SFV).

You will manage a team of counsellors/mediators, case managers, support workers and Aboriginal & Torres Strait Islander Engagement Officers, who will provide trauma informed counselling, mediation and casework for those eligible to the three programs DRCCS, SRS and SFV. The services provided under these programs are accessible, client-focused and meet the needs of individuals, children, their families and carers.

You will undertake program development principles and promote the services in the community as per the funding contracts.

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

- Oversee protocols and clinical practices that provide trauma informed, client focused, and accessible counselling, mediation, casework and support work services to clients as outlined in the service agreements and RA-NT standards of practice.
- Provide regular individual line management to the members of the team.
- Collaborate with internal and external stakeholders to develop pathways that provide social and practical support to clients in order to meet their critical needs.
- Design community development initiatives to promote and drive demand for the service.
- Deliver the service across the entire Northern Territory, developing alternative approaches to service delivery for areas where there is no direct presence.
- Support the development and delivery of culturally sensitive and accessible services to people from Aboriginal & Torres Strait Islander and Culturally and Linguistically Diverse communities.
- Support the team's health and wellbeing by arranging access to regular supervision and debriefing sessions.
- Monitor demand for service delivery and recommend strategic direction changes that will improve service delivery outcomes.
- Coordinate general administration of the Programs including the writing of reports, submissions and correspondence when required.
- Represent RA-NT and promote its services through professional and community networking, presentations, and other general public relations and promotional activities.
- Any other duties requested at the discretion of the Director or Chief Executive Officer.

## Qualifications and Experience

### Essential

- A tertiary qualification in Social Work, Psychology or another relevant qualification with supervised clinical experience.
- Proven management experience in the Counselling and Domestic and Family Violence fields.
- Knowledge of current theory and practice relating to working in a trauma informed framework as well as with Domestic and Family Violence, providing services to a wide range of clients.
- Proven experience of leading a team and working in partnership with internal and external stakeholders.
- Ability to work independently and as part of regional team to achieve direct outcomes.
- Strong written and verbal communication skills.
- Capacity and willingness to travel to Alice Springs.

#### Desirable

- Qualifications in the provision of Supervision.
- Qualifications in Domestic and Family Violence specialised training

#### **Requirements**

- A satisfactory Northern Territory working with children check.
- A satisfactory national criminal history check.
- 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>February 2021</i>