

CatholicCare NT Role Description

Position Title		General Offender Program Coordinator
Position Number	CC2480	
Salary	Base Salary SCHADS Grade 5 Plus superannuation guarantee contribution, 17.5% leave loading and salary packaging option	
EFT	Full time 38 hours per week	
Location	Berrimah or Tiwi Islands	
Commencement	ASAP	
Completion	Ongoing (subject to funding)	
Last Reviewed	Jan 2025	

1. Program Description

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

The General Offending Program (GOP) was designed to address criminogenic needs and underlying causes of offending. It suits a broad array of offence types, catering to those who are not better served by offence-specific programs targeting domestic & family violence, sexual or violent offending. The focus is for adult men who have been identified as being at a medium risk of reoffending.

The program includes visits to country and 'within the wire'. The GOP is designed to incorporate local knowledge, decision-making, and resources where possible.

Key objectives of the General Offender Program (GOP):

1. Reduce reoffending and imprisonment of Aboriginal Territorians.
2. Enable the Courts and Community Corrections to place offenders on simpler, community-based sentences in relation to the repeal of mandatory sentencing.
3. Deliver a culturally safe program that is supported by local cultural knowledge and local decision-making.
4. Provide a strengths-based, trauma-informed model of practice to address criminogenic needs and underlying causes of re-offending.
5. Support people to be connected to community while serving their order.

2. Purpose of the Position

The General Offender Program Coordinator is responsible for planning, implementation, and oversight of the General Offenders program, run on the Tiwi Islands, to ensure the program meets its objectives. This position has a particular focus on working with program outcomes, risk management, evaluation, and reporting. This role will support the program through group facilitation and, from time to time, case management for participants.

3. Organisational Relationships

Works under general direction and reports to Tiwi Island Regional Manager. Directly supervises program staff.

4. SCHADS Grade 5 Characteristics

- Work under general direction from senior employees.
- Undertake a range of functions requiring the application of a high Grade of knowledge and skills to achieve results in line with the organisation's goals.
- Adhere to established work practices. However, may be required to exercise initiative and judgment where practices and direction are not clearly defined.
- Involvement in establishing organisation programs and procedures.
- Will include a range of work functions and may involve supervision. Work may span more than one discipline.
- Required to provide expert advice to employees classified at a lower Grade and volunteers.
- Application of knowledge gained through qualifications and/or previous experience.
- Required to set priorities and monitor workflows in their area of responsibility, which may include establishing work programs in small organisations.
- Required to set priorities, plan and organise their own work and that of lower classified staff and/or volunteers and establish the most appropriate operational methods for the organisation.
- Positions responsible for projects and/or functions, will be required to establish outcomes to achieve organisation goals.
- Specialists may be required to provide multi-disciplinary advice.

5. Key Responsibilities and Performance Standards

5.1 Program planning, implementation and oversight.

- Receive, assess and prioritise referrals from Community Corrections, the Courts, self or other referrals.
- Record and provide assessment outcome information to the relevant department within the agreed timeframe.
- Provide pre-treatment LS-RNR assessment as required, Relapse Prevention Plan and/or subsequent referral information through evaluation data collection methods.
- Collate and provide all program information, as per contractual requirements.
- Ensure staff complete introductory training provided by Northern Territory Correctional Services (NTCS).
- Ensure Program guidelines, code of conduct, and organisational policies are followed.
- Recruiting and training a pool of casual workers.

5.2 Participation in Risk Management, Supervision, and Evaluation:

- Efficiently manage and monitor risks in program and activity development, ensuring compliance with safety protocols and guidelines
- Mentor, coordinate and supervise place based staff
- Capture precise data to adhere to program requirements

- Generate and submit reports and feedback as needed for effective program assessment and improvement, as per contractual requirements
- Engage actively in evaluation activities to gauge program effectiveness and identify areas for enhancement
- Attend and provide supervision for self and others to reflect on practice and program delivery according to CatholicCare NT policy.

5.3 Direct service delivery

- Support the Facilitation of men's groups, as per contractual requirements
- Attend pre-group preparation and post-group debriefing as required
- Provide case management including making appropriate referrals, when required
- Maintain professional relationships with all participants, community members, stakeholders and CCNT Staff

5.4 Participate in Supervision and Evaluation activities

- Attend and provide supervision for self and others to reflect on practice and program delivery according to CatholicCare NT policy
- Enter accurate data and case notes in line with program requirements
- Provide reports and feedback as requested
- Actively participate in evaluation activities
- Attend supervision to reflect and review case management practices as per CatholicCare NT policy

5.5 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 Coordinator is located in a busy, open area office, with access to private spaces and community outreach as required. This position can be located in Berrimah with frequent visits to Tiwi Island or located on community and will require the worker to drive a 4WD travel in light aircraft and stay overnight in basic accommodation. This position may include some afterhours work, which is balanced by equivalent time off through the week, so that the total hours per fortnight does not exceed the normal 76 hours.

8. Selection Criteria

- 1) Prerequisites
 - I. relevant degree with relevant experience; (Community Services, Psychology or Social Work)
 - II. associate diploma with substantial experience;
 - III. qualifications in more than one discipline;
 - IV. less formal qualifications with specialised skills sufficient to perform at this Grade; or
 - V. Attained through previous appointments, service and/or study an equivalent Grade of experience and expertise to undertake the range of activities required.
- 2) Strong interpersonal and communication skills including report and case note writing.
- 3) Demonstrated cultural competency, particularly in working with Indigenous people
- 4) Demonstrated experience in group facilitation
- 5) An understanding of offender recidivism

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.