



Professional Careers in the Northern Territory

Recruitment Handbook November 2007

- OVERVIEW
 - POSITION SUMMARY INFORMATION
 - HOW TO APPLY
 - ABOUT THE DEPARTMENT
 - SUMMARY CONDITIONS OF EMPLOYMENT
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Closing the Gap is the Northern Territory's Indigenous Generational Plan which aims to improve the socio-economic wellbeing of Indigenous Territorians. The Plan includes the Government's response to the Little Children are Sacred Report, the inquiry into Indigenous Child Sex Abuse in the Northern Territory conducted in 2006. Of the 97 recommendations to address high levels of child sex abuse in Indigenous Territory communities, 27 related directly to the Department of Justice. For more information regarding both of these reports go to www.action.nt.gov.au. Nearly \$30 million has been allocated to the Department of Justice to implement the recommendations.

The additional funding resulting from the Plan will be used for more community courts, more community corrections officers, the establishment of a witness assistance service in Katherine, expansion of Elders Visiting Program, expansion of the sex offender treatment programs, expansion of Indigenous Family Violence Offender Program, more alcohol compliance inspectors and the implementation of regional alcohol management strategies. A number of the positions linked to this campaign have resulted directly from the funding allocated to implement the recommendations of the Plan.

In order for this Department to successfully implement the Plan and positively impact on the wellbeing of Indigenous Territorians, we are seeking professionals with qualifications, knowledge and experience in conducting a range of assessments, implementing interventions/diversions and delivering high quality intensive case management strategies. Your skills and a genuine desire to make a difference, can impact not only on the lives of individuals, but entire communities.

The following pages contain summary information about the jobs, details of relevant contact people within the Department and how to apply for the jobs.

MAKING JUSTICE RELEVANT

Making Justice Relevant is the Department of Justice Strategic Plan for 2007 to 2012. It sets out the broad priorities and long term overarching direction for the whole department. It articulates our vision, our goals and our strategies to achieve them.

Our Vision	<ul style="list-style-type: none"> • A safe and responsible community • A fair and just society • Informed and knowledgably decision making
Our Goals and Objectives	<ul style="list-style-type: none"> • Informed government decision making • A workforce that is representative of the community • Timely and effective implementation of the Governments Policy agenda • Improved understanding of the justice systems and peoples rights and responsibilities • A society that is non discriminatory and respects peoples rights • A reduction in alcohol and substance abuse • A reduction in anti social behaviour and violence • An effective criminal justice system and civil dispute resolution system • A safe, humane and responsible corrections system that reduces re offending. • High level of community confidence in regulatory, registration and trustee services.
Strategies	<ul style="list-style-type: none"> • Provide strategic corporate advice and support • Provide coordinated and informed policy advice and support • Manage information effectively • Develop an effective dialogue with other agencies • Develop appropriate partnerships with non government organisations • Increase indigenous employment in the department • Undertake appropriated workforce planning and development • Extend regional remote presence • Develop community safety and alcohol management plans • Deliver community education and training • Provided opportunities for Indigenous people to engage in the justice system to address disadvantage and protect rights • Enhance access to the justice system • Develop and provide civil dispute resolutions mechanisms • Deliver high quality legal and prosecutorial services • Develop programs to address re-offending • Develop alternative sentencing practices approaches • Establish transitional arrangements from prison to the community • Provide appropriate and representative regulatory mechanisms/services

JOB DESCRIPTION

Job Title: Court Clinician
Designation: Professional 2 (\$59 333 - \$71 933)
Work Unit: Magistrates Court, Darwin
Position Number: 270300 Darwin
Responsible To: Magistrate Courts and Tribunal

Primary Objective

Conduct comprehensive assessments and case-manage court referred clients. Provide expert oral and written advice to the court on request.

Key Responsibilities

1. Conduct comprehensive assessments of clients, taking into consideration relevant legislation, criminal history, mental health status and history, substance use history, current substance of choice and psychosocial history.
2. Provide expert evidence to the Court in relation to a defendant's psychosocial history, substance use and suitability for specific types of treatment services.
3. Develop, implement and review client case plans including risk-management to self, community and others.
4. Develop and maintain networks and co-operative partnerships with committees, Government Agencies and substance misuse treatment providers.
5. Promote an understanding and awareness of the program to a wide audience of people and contribute to the development of the program as required.
6. Maintain appropriate statistics and manage client files and data entry.
7. Participate in other cross-agency or cross-Government initiatives as required.

Two temporary positions for 2 years are available, quote position number 270300. Both jobs are located in Darwin. For further information about this job and the operating environment, please contact Chris Cox (08) 8999 5412 or email chris.cox@nt.gov.au or visit www.nt.gov.au/justice.

JOB DESCRIPTION

Job Title: Treatment Intervention Worker
Designation: Professional 1(\$39 636 – \$57 277)
Work Unit: Darwin Correctional Centre
Position Number: 270302
Responsible to: Principal Psychologist

Primary Objective

To develop and deliver a range of interventions to convicted offenders. Apply risk/needs assessments and report the results. Provide professional input to case management processes pertaining to the treatment and reintegration needs of the offender.

Key Responsibilities

1. Develop and provide a range of counselling and other intervention services to promote pro-social behaviours.
2. Provide assessment services to adult prisoners and offenders in the custody of NTCS.
3. Provide evaluation reports on programs, assessments and write reports as required for the judicial system, maintain accurate, legible and proficient client case notes, records and statistics.
4. Be an active member of a multi-disciplinary team and participate in the ongoing development and implementation of intervention services to address clients' criminogenic needs.

Position Number 270302 is a permanent job, located in Darwin. For further information about this job and the operating environment, please contact Barbara Sampson (08) 89220105 or email barbara.sampson@nt.gov.au or visit www.nt.gov.au/justice.

JOB DESCRIPTION

Job Title: Psychologist
Designation: Professional 2 (\$59 333 - \$71 933)
Work Unit: Darwin Correctional Centre Prisoner Services
Position Number: 24473
Responsible to: Principal Psychologist

Primary Objective

Provide clinical services, including comprehensive assessment, delivery of treatment programs, court and parole board reports and individual interventions to prisoners in the custody of Northern Territory Correctional Services.

Key Responsibilities

1. Provide clinical assessments; facilitate treatment programs, counselling and other intervention services for adult prisoners in the custody of Northern Territory Correctional Services.
2. Consult and provide professional advice to Probation and Parole Officers, and where necessary provide specific recommendations for intervention for prisoners who on release will be subject to supervision by Community Corrections.
3. Provide input into the preparation of individual sentence plans and case plans.
4. Consult and liaise with other professionals to ensure coordinated case management.
5. Provide evaluative reports on programs, assessments and reports as required, and maintain accurate, legible and proficient client case notes, records and statistics.
6. Be an active member of a multi-disciplinary team and participate in the ongoing development and implementation of intervention services to address clients' criminogenic risks and needs.
7. Under the guidance of the Principal Psychologist, provide peer support to Prisoner Services colleagues as required.
8. Carry out duties as requested by the Principal Psychologist and Manager Prisoner Services.

Position Number 24473 is a temporary job for 6 months, located in Darwin. For further information about this job and the operating environment, please contact Barbara Sampson (08) 89220105 or email barbara.sampson@nt.gov.au or visit www.nt.gov.au/justice.

JOB DESCRIPTION

Job Title: Psychologist/Behaviour Therapist
Designation: Professional 2 (\$59 333 - \$71 933)
Work Unit: Darwin and Alice Springs Correctional Centre Prisoner Services
Position number: 270296 Darwin, 270298 Alice springs
Responsible to: Manager Prisoner Services

Primary Objectives

Provide clinical services, including comprehensive assessment, delivery of treatment programs, court and parole board reports and individual interventions to prisoners in the custody of Northern Territory Correctional Services who have been convicted of sexual offences. Provide peer consultation, training and professional support to colleagues as required.

Key Responsibilities

1. Provide a clinical assessment service; facilitate treatment programs, counselling and other intervention services for adult prisoners in the custody of Northern Territory Correctional Services who have been convicted of sex offences.
2. Consult and provide professional advice to Community Corrections staff, and where necessary provide specific recommendations for intervention for prisoners who on release will be under community supervision.
3. Provide input into the preparation of individual sentence plans and case plans.
4. Consult and liaise with other professionals and agencies to ensure coordinated case management.
5. Provide professional reports as required, and maintain accurate, legible and proficient client case notes, records and statistics.

6. Be an active member of a multi-disciplinary team and participate in the ongoing development and implementation of intervention services to address clients' criminogenic risks and needs.
7. Under the guidance of the Principal Psychologist, provide peer supervision and support to Prisoner Services colleagues as required.
8. Carry out duties as requested by the Principal Psychologist and Manager Prisoner Services.

Four temporary positions, each for 4.5 years are available:

- **Two positions are available in Darwin, quote position number 270296.** For further information about these jobs and the operating environment, please contact Barbara Sampson (08) 89220105 or email barbara.sampson@nt.gov.au or visit www.nt.gov.au/justice.
 - **Two positions are available in Alice Springs, quote position number 270298.** For further information about these jobs and the operating environment, please contact Philip Ward (08) 89511084 or email philip.ward@nt.gov.au or visit www.nt.gov.au/justice.
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JOB DESCRIPTION

Job Title:	Intensive Case Manager
Designation:	Professional 2 (\$59 333 - \$71 933)
Work Unit:	Northern Territory Correctional Services/ Community Corrections
Position number:	25753 Darwin, 25755 Katherine, 25756 Alice Springs
Responsible to:	General Manager NT Community Corrections

Primary Objective

Develop, deliver and support intensive offender management strategies for community based high risk offenders. Work with Probation and Parole Officers to ensure the compliance and integrity of community justice initiatives and community safety. Provide specialist advice on effectively managing high risk offenders.

Key Responsibilities

1. Assess the criminogenic risk and needs of community based high risk offenders.
2. Develop appropriate offender management and intervention plans for identified high risk offenders.
3. Provide specialist offender management to high risk community based offenders and ensure the delivery of appropriate interventions.
4. Provide specialist consultation and support to Probation and Parole Officers in monitoring and supervising community based high risk offenders.
5. Work as part of a team with other Intensive Case Managers to provide effective case management across the Northern Territory and provide collegial support.
6. Participate in professional development activities and clinical supervision.
7. Consult and liaise with other agencies in the community and interstate to ensure effective offender management.

Four permanent positions are available:

- **Two positions are available in Darwin, quote position number 25753.**
- **One position is available in Katherine, quote position number 25755.**
- **One position is available in Alice Springs, quote position number 25756.**

For further information about all of these jobs and the operating environment, please Shirley Roberson (08) 8935 6467 or email shirley.roberson@nt.gov.au or visit www.nt.gov.au/justice.

HOW TO APPLY

To access the full job description for any of the job vacancies call 1300 659 247 and quote the relevant vacancy number, or go to Job Vacancies at www.nt.gov.au and enter the relevant vacancy number.

Vacancies are open to any person. Selection is based on merit. For permanent positions applicants must be an Australian citizen or have permanent residency status.

Selection Criteria	All position descriptions contain Essential and Desirable Selection Criteria that must be met in order to be considered for a vacancy. You should address each selection criteria individually, providing details on your suitability for the position. Stating that you can satisfy the criteria is not enough; you must provide examples of your experience and knowledge for each criterion.
Applications	<p>Your application should include the following details:</p> <ul style="list-style-type: none"> • position number as per the Job Description; • contact address and telephone number(s); • If you are a Northern Territory Public Sector (NTPS) employee include your nominal designation and the agency where you are currently located. <p>Your application should include your resume, providing details of your working history outlining positions held and your major responsibilities and achievements. You should note any relevant qualifications and provide contact details for any referees.</p>
Where to send applications	<p>Please post your resume and application addressing the selection criteria to:</p> <p style="text-align: center;">Recruitment Officer - Department of Justice Department of Corporate and Information Services GPO Box 2391 DARWIN NT 0801</p> <p>or fax: (08) 8999 1073</p> <p>or email: recruitment@nt.gov.au (submission of electronic applications is encouraged) Please ensure any electronic applications are in a format compatible with Microsoft Word 97, Works or Adobe Acrobat.</p>
Closing Date	23 November 2007
Quote Position No	<p>Please quote position number as per Job Description.</p> <p>IF APPLYING FOR MORE THAN ONE POSITION PLEASE SUBMIT A SEPARATE APPLICATION ADDRESSING SELECTION CRITERIA FOR EACH.</p>

PROFESSION: SUMMARY OF IMPORTANT CONDITIONS OF SERVICE

Salary	Payable fortnightly, on Thursday, by electronic transfer to bank/credit union/building society account.
Northern Territory Allowance	Employees with recognised dependents are eligible for NT Allowance of \$960 per annum.
Taxation	Zone A taxation concession is applicable.
Working Hours	36.45 hours per week.
Superannuation	Employee has the flexibility to elect any complying superannuation fund. Employer contributions will be paid at the superannuation guarantee rate (9%).
Recreation Leave	30 days (6 weeks) per annum, which may be accessed on a pro rata basis. Leave loading of 17.5% of salary is payable up to a pre-determined maximum of \$984.20 for 2007.
Personal/Carers Leave	Temporary employees : <ul style="list-style-type: none"> • 1 week personal/carers leave available after each completed 2 months of service with 1 day available on commencement. • maximum of 3 weeks within the first 12 months of service; • 3 weeks per annum thereafter. Permanent employees: <ul style="list-style-type: none"> • 3 weeks full pay per annum from date of appointment. All personal/carers leave is cumulative.
Study Leave	Paid study leave of up to 2.5 hours per week, available for attendance at an approved course of study; Compulsory course fees may be reimbursed.
Long Service Leave	3 months long service leave after 10 years service.
Maternity Leave	Paid maternity leave for 14 weeks, plus a further 8.5 months unpaid leave after a qualifying period of 1 year.
Workers Compensation	Full coverage of paid compensation leave and reimbursement of medical expenses for an injury attributable to employment.