

POSITION DESCRIPTION

Position Number:	1092
Position Title:	Manager Adult Specialist Support Services (ASSS)
Position Type:	Full Time – 12 Months
Location:	Darwin
Direct Reports:	4
Responsible To:	Director of Early Intervention

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 position of Manager Adult Specialist Support Services is to take up a lead role in the development, coordination and service delivery of four small Programs: Forced Adoption Support Service (FASS), Find & Connect Support Service (FCSS), Intercountry Adoptee Family Support Service (ICAFSS) and Redress Scheme Support Service (RSSS); each holds high social significance within Australian recent history.

Within this role, you are required to meet and comply with the Behaviour Standards outlined in our Safeguarding Children and Young People Practice and Behaviour Guidelines, be subject to RA-NT policy, and actively participate in cultural safety and “cultural fitness”.

Key Duties and Responsibilities

- Respond in a comprehensive and timely manner to all requests for assistance under the FASS, FCSS, ICAFSS and RSSS programs.
- Coordinate and participate in the provision of service delivery for each program.
- Liaise with other Managers or Directors who are the effective line managers of shared staff, to communicate and coordinate, in relation to the line management of these staff.
- Provide line management and arrange supervision for team members.
- Coordinate the activities of each program within the set budget.
- Ensure all requirements of the funding agreements are met.
- Maintain active liaison and consultation with NT and interstate services and other professionals, in particular with the community and services receiving FASS, FCSS, ICAFSS and RSSS funding to ensure best practice and locally coordinated service provision.
- Represent RA-NT and ASSS at national meetings and training sessions as appropriate.
- Promote a positive image of Relationships Australia and the FASS, FCSS, ICAFSS and RSSS programs to the broader community through professional and community networking, presentations, and other general awareness raising activities.
- Engage with and develop referral pathways with other organisations where people may be eligible for service under these programs.
- Assist in the development and review of policies and procedures required to provide services to eligible clients specific for these programs which fit within RA-NT ethical guidelines.
- Facilitate orientation, ongoing training and awareness raising for relevant staff within RA-NT.
- Meet regularly and maintain an effective flow of communication with the Director of Early Intervention Services Darwin, providing updates and reports on the implementation of program goals and outcomes.
- Collect, input data and write reports as specified by the funding body.
- Take up a lead role in the development of the FASS, FCSS, ICAFSS and RSSS annual operational plans within the RA-NT Strategic Plan framework and coordinate the implementation of these plans.
- Access appropriate and relevant professional development opportunities for self that will enhance the organisation’s capacity.
- Carry out the policies and decisions of the RA-NT Board and the Chief Executive Officer.
- Such other duties as requested by the Director Early Intervention Services Darwin.

Qualifications and Experience

Essential

- Tertiary qualifications in, Social Work, Psychology, Community Development or another relevant field.
- Knowledge of the historical context of the Forced Adoption Support Service, the Find & Connect Support Service, Redress Scheme Support Service, and the issues and experiences of people who are eligible for each service.
- Knowledge of current theory and practice relating to trauma informed counselling including knowledge of the impact and effects of childhood trauma on adult functioning.
- Prior knowledge of working with individuals and families where complex trauma is a pressing issue.
- A strong commitment to supporting the development of culturally sensitive and accessible services for Aboriginal and Torres Strait Islander clients and organisations.
- Ability to work and communicate effectively with a wide range of people from different cultural backgrounds and to respond sensitively and appropriately to people in a variety of situations.

- Experience coordinating other professionals within programs who directly deliver the support services such as counselling, warm referrals and case management.
- Experience in liaising with external agencies, coordinating programs, and operating within a political environment/framework.
- Proven experience in stakeholder and community engagement, education and development skills.
- High level of interpersonal, verbal and written communication skills.
- Ability and commitment to work as a team member within the ethos and values of RA-NT.

Desirable

- Registration or eligibility for registration as a Social Worker or Psychologist.

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.
- NT Drivers Licence.

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>October 2021</i>
<i>Review due by:</i>	<i>Human Resources</i>	<i>October 2023</i>
<i>Approved by:</i>	<i>Chief Executive Officer</i>	<i>October 2021</i>

Basic Employment Conditions for – Manager Adult Specialist Support Services (ASSS)

Place of Employment:	Darwin
Salary:	\$100,260.16 per annum (Level 7.1)
Fixed Term:	12 months
Hours of Work:	37.5 hours per week. (8:30am to 5:00pm Monday to Friday)
Superannuation:	10.0% as per Commonwealth Superannuation Guarantee [Administration] Act 1992

Benefits and Entitlements

Salary Packaging: 	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).
Entertainment Benefits: 	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).
Annual Leave: 	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.
Long Service Leave:	As per the NT Long Service Leave Act.
Personal & Parental Leave: 	10 days per annum pro rata for personal leave and up to 6 weeks paid parental leave per annum pro rata.
Professional Development: 	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.
Wellbeing Allowance: 	\$200 per staff member per financial year as part of the organisations commitment to improve the health of its employees, paid upon production of receipts.
Relocation Allowance: 	An allowance of up to \$2,000 is payable if relocating from interstate (Conditions Apply).
Cultural Fitness: 	A number of events are organised throughout the year to promote and celebrate diversity.