



EMPLOYMENT APPLICATION PACKAGE

10th April 2010

Dear Intending Applicant,

RE: Family Dispute Resolution Practitioner (Mediator)

The employment application package provides you with information about the role, salary and employment conditions and application process. .

Salary and Conditions

The position is graded at SACS Level 5 to 6 pending qualifications, experience and final detail of tasks to be undertaken. An attractive salary is offered (\$46,408 - \$56,947 per annum) along with five weeks annual leave and a generous salary package option.

In addition, the successful applicant will have access to specialist training and professional development opportunities.

Operational Base

Parap- with regular local travel and the potential for periodic regional and interstate trips for service delivery and/or training purposes.

Position Profile

Please find enclosed a position description, which includes information on the nature of job tasks, person specification and selection criteria.

Curriculum Vitae/Resume

A comprehensive CV/resume, which includes relevant personal details, work history (paid and voluntary), qualifications, training and professional development activities undertaken, skills and areas of interest in terms of career development must be included in your application. Supporting evidence is required regarding qualifications and certificates completed/part completed.

Selection Criteria

Please address each criterion as this is an important part of your application, ensure the information you provide is clear, concise and most importantly relevant. You may also be asked to provide evidence against any claims made. This is an opportunity for you to demonstrate to the selection panel your understanding of the requirements of the position and that you possess the knowledge, experience, skills and qualifications required to carry out the duties. Note only those applicants who best meet the criteria from the pool of applicants will be short listed for interview.

Referees and References

The names and current contact details for three work related referees must be included. Referees should be people who can provide information, comment on your recent and relevant work experience and validate claims you have made in your written application or may make at an interview. Referees must be prepared to provide a written response to set questions where this option is selected.

Head Office

Street Address: 5 Namarluk Drive Ludmilla, Postal Address 36506 Winnellie NT 0821
PH: 08-89850000 FAX: 08-89850001

member of the Anglicare Australia network

Supporting Documents/ Attachments to your Application

Only photocopies of supporting documents should be enclosed with your application to avoid loss or damage to originals. We may request to sight original documents at an interview so please have these documents accessible if you are short listed.

Contact Number

A convenient telephone number and/or email address must be provided so that you can be contacted at short notice if you are to be invited to attend an interview or if there are any queries regarding your application.

Written Applications

Please just staple together all information so that it can be easily photocopied for selection panel members; note you do not need to enclose/bind your application in a folder.

Applications are to be addressed as follows:

Helen Walker
Human Resource Manager
Anglicare NT
PO Box 36506 Winnellie NT 0821

Alternatively, applications may be faxed to 08-89850001 or emailed to hwalker@anglicare-nt.org.au

The closing date for applications is close of business Monday 26th April 2010.

Further Information

If you require further information regarding the position contact: Wendy Scarlett - Team Leader of Resolve on 08-8948 4800 or email: wscarlett@anglicare-nt.org.au or alternative Kate McGarry - Executive Manager Counselling, Community Services & Housing on 08 8985 0000 or email: kmcgarry@anglicare-nt.org.au

Thank you for your interest in the position and we look forward to hearing from you.

Yours Sincerely



Kate McGarry
Executive Manager –Counselling, Community Services & Housing



Position Description

Position Title:	Position type:
Mediator/Family Dispute Resolution Practitioner	Permanent
Reporting to:	Position Detail
Team Leader-Resolve: Family Counselling & Dispute Resolution Service	Full Time
Position based in:	Child Protection Risk Status
Parap at Anglicare NT - Resolve main office	<input checked="" type="checkbox"/> High <input type="checkbox"/> Low

POSITION OBJECTIVE

Provide professional mediation/dispute resolution services for families and their members in accord with the Family Law Act of Australia and in line with funding agreements, sub contract requirements and guidelines issued by the Family Relationship Services Program.

PROGRAM OVERVIEW

Resolve, is a cluster of government funded family relationship early intervention, counselling and post separation programs which currently includes: Adolescent Mediation/Family Therapy service, Family Dispute Resolution service, Family Relationship Education & Skills Training and Parenting Orders Program. In addition, mediation services are provided through sub contracts held with the Family Relationship Centre and the Federal Magistrates Court.

Resolve is committed to integrating child inclusive practices into service delivery. Service delivery Activity occurs primarily in Darwin with outlets in Nhulunbuy, Katherine and Alice Springs.

SCOPE

The Mediator will:

- Provide professional mediation sessions to allocated clients.
- Facilitate negotiation processes towards achieving parenting and/or property agreements for separating couples.
- Maintain effective liaison with relevant external parties and relevant Anglicare NT staff.
- Produce and provide required documentation and data.
- Comply with all legislative, funding and organisational policy and practice requirements.
- Maintain professional networks and further develop skills and knowledge set.

DUTIES AND RESPONSIBILITIES

Specific

1. Adhere to all relevant Federal and Territory legislation, contractual requirements, performance standards and funding guidelines.
2. Facilitate mediation sessions between parties, ensuring a thorough safety and risk audit has been undertaken in terms of family violence considerations and/or the need to action shuttle mediations.
3. Produce and provide comprehensive and professional documentation such as property and parenting plans to relevant stakeholders in a timely manner.
4. Complete date collection and client file records; ensuring these are up to date, in good order and filed correctly.

5. Participate in Team and organisational communications such as email groups, scheduled staff meetings, planning and review days, and organisational events as required.
6. Work collaboratively with the Team to address any client complaints or service improvement requirements resulting from internal or external evaluation processes.
7. Participate in individual, peer and group supervision and performance appraisal processes as required.
8. Maintain strong commitment to professional development; ensuring an up to date training & development plan is maintained.
9. Represent the Team and Anglicare NT on internal and external bodies as required.
10. Complete timesheets, leave and higher duties requests within the specified time frames and in line with requirements.
11. Acting higher/different lateral duties as required

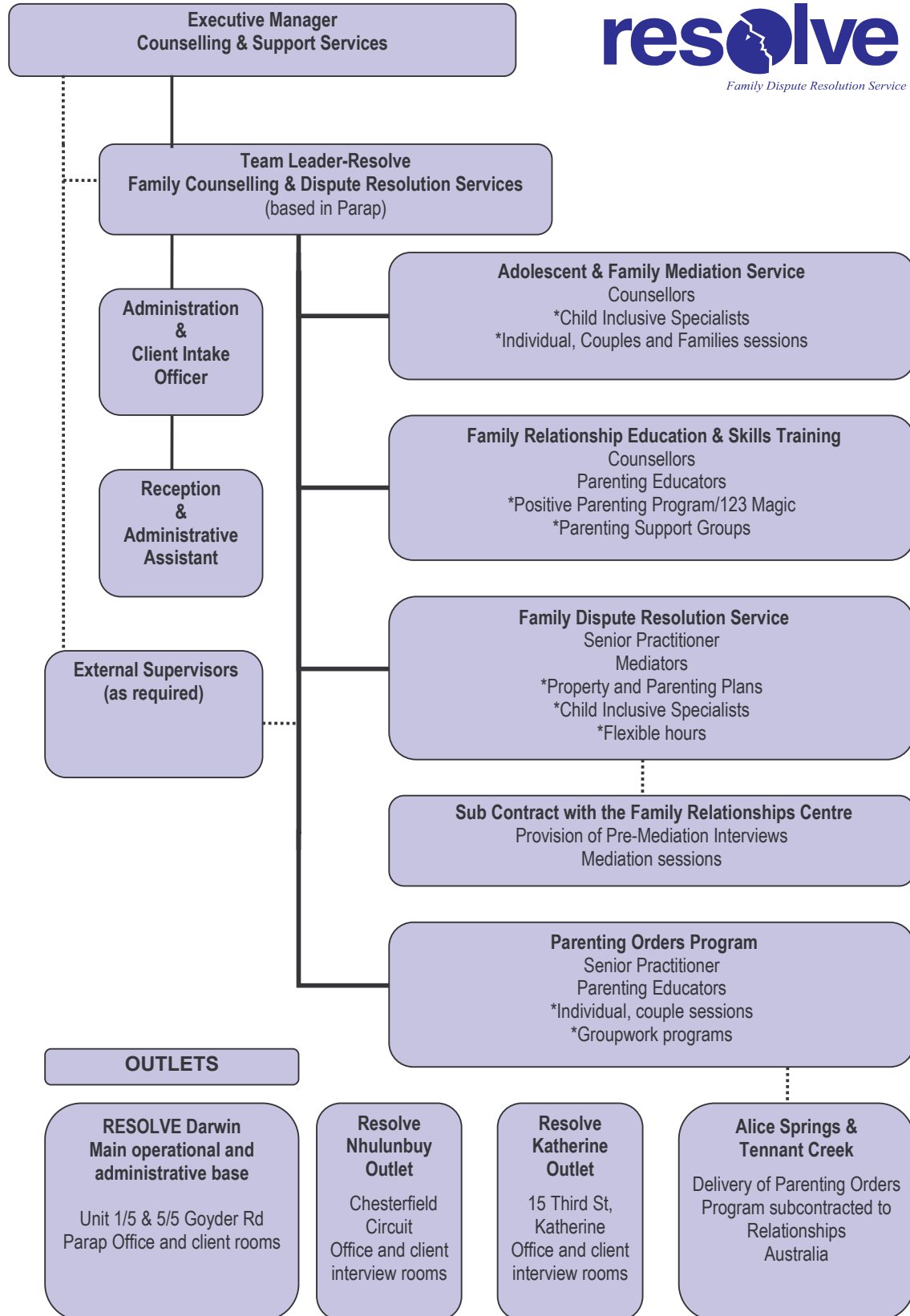
General

1. Comply with Anglicare NT's relevant OH&S risk assessments and safe work method statements
2. Observe and implement as appropriate all Anglicare NT determinations including Code of Conduct, EEO and OH&S
3. Ensure that all Anglicare NT business is adequately documented in all relevant systems in accordance with appropriate determinations, standards and procedures
4. Ensure that records adequately document business transactions and are made and kept in the Document Management System in compliance with Anglicare NT's standards and procedures for recordkeeping
5. Ensure information, including personal passwords for Anglicare NT's systems, is maintained in a secure manner with any security breaches reported immediately to the Chief Executive Officer
6. Enter and maintain time and attendance, leave and higher duty records in the time and attendance system in accordance with Anglicare NT's procedures and practices, within specified timeframes for each pay period
7. As necessary, enter occurrence reports (for accidents/incidents) and hazard reports into the OHS&W System in a timely manner in accordance with Anglicare NT's procedures and practices
8. Undertake maintenance and management of risk assessments and safe work method statements within the OHS&W System
9. Manage occurrence and hazard reports within the OHS&W system

AUTHORITIES

Expenditure, Operational/Administrative, Personnel, Management and Legal – see Delegation of Authority.

- ▶ No. of persons directly supervised (line management) – currently 0.
- ▶ Note, employees at this level (classification) have a capacity to supervise other staff where required hence in the future line management responsibilities may be required in this role.
- ▶ Periodically assistance may need be provided to students on field placements and/or new entrant employees gaining accreditation in mediation etc.
- ▶ Supervision for students can occur within this role as long as the individual meets the supervision requirements of the relevant educational institution.



PERSON SPECIFICATION

The role of Mediator/Family Dispute Resolution Practitioner requires a pro-active, effective and resilient person who has outstanding interpersonal skills and who can help people get results in terms of agreements over property and parenting plans. The ability to prioritise tasks and meet strict deadlines is a required critical skill. The person must have the ability to practice law OR eligibility for admission to the Australian Psychological Society OR Australian Association of Social Workers OR successful completion of one year graduate certificate/diploma in mediation. Others qualifications and experience combinations will be considered however strict requirements exist in terms of meeting funding accreditation requirements.

The person is expected to work in a business office environment and depending on organisational needs; there may be a requirement to visit other Anglicare NT premises or related business premises in order to conduct their role. The person may be required to work variable hours.

Essential Criteria

Qualifications

- Tertiary qualifications in an appropriate social science and/or relevant discipline.
- Eligibility to be registered as a Family Dispute Resolution Practitioner by the Australian Government Attorney-General's Department (*desirable*)

Experience, Skills and Knowledge

- Significant experience in relevant field
- Demonstrated interest in and commitment to family dispute resolution processes
- Knowledge of relevant legislation such as the Family Law Act, Child Protection, Domestic/Family Violence related Acts/Bills, models of mediation and operational requirements of Family Relationship Services
- Ability to meet mediation accreditation and competency requirements
- High level understanding of the provision of community services
- Ability to work in a culturally relevant and child inclusive manner
- Ability to work effectively with clients experiencing personal/family distress
- High standard of proficiency in the use of software packages (ie: Word, Excel, Access)
- High level planning, time management and organisational skills
- Advanced skills in working independently as well as part of a team
- Demonstrated commitment to high level internal customer service delivery
- High level of discretion and sound judgment with confidential information
- Excellent written skills are required including report writing and the ability to write summary letters and to draft agreements.
- Demonstrated high-level interpersonal skills including strong liaison skills at all levels of an organisation.
- Commitment to OHS&W and sound knowledge of EEO

Licenses or Certificates

- Current Drivers Licence/ First Aid Certificate
- Acceptable outcome of Federal Police Criminal History Name check

DOCUMENT APPROVAL

After discussions with the Executive Manager I agree that this Position Description and Person Specification is an accurate and fair description of my position.

Incumbent signature: _____

Incumbent name: _____ Date: _____