

## POSITION DESCRIPTION

<b>Position Number:</b>	1035
<b>Position Title:</b>	Family Dispute Resolution Practitioner
<b>Position Type:</b>	Full Time/Part Time, Permanent
<b>Location:</b>	Darwin
<b>Direct Reports:</b>	Nil
<b>Responsible To:</b>	Manager of Mediation Services

### About Relationships Australia Northern Territory

Relationships Australia Northern Territory 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

This position requires the provision of quality Family Dispute Resolution services to individuals, couples and families at Relationships Australia NT (RA-NT). The position's activities are to be delivered in accordance with the Family Law (Family Dispute Resolution Practitioners) Regulations 2008. Family Dispute Resolution Practitioners at Relationships Australia NT, work within a child-focused and culturally responsive practice model.

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, and actively participate in cultural safety and "cultural fitness".

### Key Duties and Responsibilities

- Ongoing professional practice and accreditation as a Family Dispute Resolution Practitioner.
- Add value as an active member of the FDR clinical team by providing pre-mediation and mediation sessions, using child focused and child inclusive mediation models; and by providing family conferencing where cases involve extended family members.
- Assist with the provision of workplace mediations where required.
- Active participation in receiving and providing ongoing supervision, if necessary, and participation in in-service and external professional training as required.
- Contribute towards the professional knowledge of Family Dispute Resolution (FDR) services when appropriate.
- Commit to the delivery and development of culturally responsive family service models and practice.
- Participate in the development and provision of group sessions and seminars to help families focus on children's needs as required.
- Assist with the promotion of Post-Separation/Mediation services, through professional and community networking, presentations, and promotional activities as required.
- Maintain co-operative relationships and referral networks with relevant government, business and community services.
- Contribute to the objectives of RA-NT programs and to the goals of the service by actively participating in meetings and assisting with project work where required.
- Adhere to RA-NT policy and directions and administrative procedures in all areas of professional conduct and services delivered.
- Use computer systems to maintain appropriate, accurate, confidential and up-to-date client records, and to access RA-NT communication systems and information.
- Undertake other duties and provide assistance as directed by the program manager.

### Qualifications and Experience

#### Essential

- Tertiary level qualifications in an appropriate field, and current accreditation as an FDRP.
- Demonstrated capacity to provide quality Family Dispute Resolution services, with the ability to undertake effective case management including administration tasks and updating client information software.
- Professional knowledge relating to the area of family relationship issues, including the impact of conflict on children.

- Proven commitment to ongoing professional development.
- Ability to work as a team member within the ethos and values of RA-NT.
- Strong interpersonal, verbal and written communication skills.

#### Desirable

- Experience in screening and assessment of family violence and an understanding of the impact of domestic violence on separating families.
- Experience in delivering a child focused and/or child inclusive model of mediation.
- Experience in working with diverse communities, including Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse (CALD) communities.
- Training and experience as a Child Consultant delivering a Child Inclusive approach to Family Dispute Resolution.
- National mediation accreditation or the ability to obtain accreditation for the purpose of undertaking workplace mediations.
- Experience in undertaking workplace mediations

#### **Requirements**

- A satisfactory Northern Territory working with children's 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:

Review due by:	Human Resources	April 2024
Approved by:	Chief Executive Officer	October 2021

## Basic Employment Conditions for – Family Dispute Resolution Practitioner

<b>Place of Employment:</b>	Darwin
<b>Probationary Period:</b>	6 months
<b>Salary:</b>	Levels \$88,757.76 - \$96,969.60 - SCHADS Award Level 5.1 to 6.1 depending on qualifications and experience
<b>Hours of Work:</b>	Full time / Part time, Permanent
<b>Superannuation:</b>	As per Commonwealth Superannuation Guarantee [Administration] Act 1992

## Benefits and Entitlements

<b>Salary Packaging:</b> 	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).
<b>Entertainment Benefits:</b> 	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).
<b>Annual Leave:</b> 	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.
<b>Long Service Leave:</b>	As per the NT Long Service Leave Act.
<b>Personal &amp; Parental Leave:</b> 	10 days per annum pro rata for personal leave and up to 6 weeks paid parental leave per annum pro rata.
<b>Professional Development:</b> 	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.
<b>Wellbeing Allowance:</b> 	\$500 allowance and one Wellness Day off per staff member per financial year as part of the organisations commitment to improve the health of its employees, paid upon production of receipts.
<b>Relocation Allowance:</b> 	An allowance of up to \$4,000 is payable if relocating from interstate (Conditions Apply).

**Cultural Fitness:**

A number of events are organised throughout the year to promote and celebrate diversity.

