



POSITION DESCRIPTION

ASSISTANT MANAGER

SALTBUSH AT A GLANCE

Saltbush Social Enterprises (**Saltbush**) is a not-for-profit NT organisation that was developed in response to the critical need for grassroots opportunities that create prosperity parity for marginalised Territorians.

To learn more, visit www.saltbushnt.org.au

Job Title	Assistant Manager
Saltbush Division	Supported Bail Accommodation
Location	Darwin
Employment Type	Permanent, Full time
Reports to	Residential Manager, Darwin
Hours of Work	Normal business hours and such further additional hours as reasonably necessary including some out of hours flexibility. Required to be part of the On-call Roster.
Travel	Some regional and remote travel may be required as part of this role.
Compliance Requirements	National Police Clearance, NT Working with Children (OCHRE) Card, NT Drivers Licence, Current First Aid

PRIMARY PURPOSE OF POSITION

As part of the Supported Bail Accommodation team, the Assistant Manager, is responsible for providing opportunities for at risk young people aged 10 to 17 years through the coordination and delivery of innovative youth programs.

You will work with a passionate and caring team providing integrated bail support services to young people to meet their bail conditions and to improve their prospects of avoiding detention.

This hands-on position will be responsible for the design, development and coordination of internal vocational, educational and recreational activities; the coordination of all external service providers who deliver programs at the facility; and for working closely with support staff to ensure all programs and activities are delivered as part of a comprehensive program plan.

You will also support the Residential Manager to work closely with the Territory Families team to provide a throughcare model aimed at assisting the young person to make better life choices.

KEY DUTIES & RESPONSIBILITIES

To ensure success in your role as the Assistant Manager, Darwin, you will:

- Take a leadership and coaching role in influencing, motivating, and inspiring staff to deliver high quality, individualised care and support to our residents.
- Design and deliver vocational, educational and recreational activities whilst providing support and direction to staff to enable the internal delivery of activities as part of monthly, weekly and individual program plan/s.
- Actively engage and encourage young people to participate in all activities including therapeutic, self-care, personal development and recreational activities.
- Work with Territory Families staff to operate effective and efficient processes for referral, intake, supervision and exit of all participants.
- Provide a strength-based, trauma informed service to young people in care to assist with their Program Plan.
- Practice in a manner that is sensitive to the needs of young people with an Aboriginal and Torres Strait Islander or culturally and linguistically diverse background.
- Complete all administrative processes and tasks including gathering information, reports and records as requested or required by government agencies or legislation to the required standard including updating registers, case files and organisational records.
- Ensure any significant developments relating to the young person's care, safety or welfare is reported to Shift Supervisor and/or Management.
- Contribute to the achievement of continuous quality improvement and a comprehensive monitoring and evaluation framework.
- Adhere to and lead staff in the compliance of all health and safety, risk management and operational policies and procedures in the delivery of services and the performance of your role.

ESSENTIAL SELECTION CRITERIA

- Previous experience working in a culturally diverse business environment, demonstrating empathy and determination with the delivery of services.
- Demonstrated high level verbal and written communication skills with excellent interpersonal skills and a flexible, responsive customer service approach.
- Excellent interpersonal skills to effectively liaise, consult and negotiate with a wide range of staff, service providers and service users.
- A working knowledge of Trauma Informed Care and strength-based approach to working with young people.
- A relevant tertiary qualification and/or comparable work experience at a supervisory level.
- High level organisational skills and self-motivation with the ability to take initiative when working alone and ability to interact and work in a team.





HIGHLY DESIRABLE CRITERIA

- Previous shift work experience.
- Cert IV in Child, Youth and Family Intervention or Community Services.

THE SALTBUSH CAPABILITY FRAMEWORK

The Saltbush Social Enterprises' Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance with our organisation. Our Capability Framework builds on our values and creates a common sense of purpose for all levels of the workforce.

Below is the full list of capabilities and the level required for this position.

CAPABILITY GROUP	CAPABILITY NAME	LEVEL
 Personal Attributes	Achievement Focus	Advanced
	Thoroughness	Skilled
	Manages Self	Advanced
	Teamwork and Leadership	Expert
 Relationships	Building Relationships	Advanced
	Collaboration	Expert
	Communicating for Results	Advanced
	Leading the Organisation	Skilled
 Results	Analytical Thinking	Skilled
	Organisational Alignment	Skilled
	Initiative	Advanced
	Problem Solving	Advanced
 Resources	Business Process Knowledge	Advanced
	Strategic Thinking	Skilled
	Project Management	Skilled
	Finance	Skilled
	Procurement and Contracts	Skilled
	Human Resources	Advanced

