

Emma Stubbs

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PROFESSIONAL PROFILE

Passionate and dedicated professional with extensive experience in community development, research, administration, and case management. Proven ability to build and maintain strong relationships with clients, stakeholders, and colleagues. Adept at supporting projects, handling sensitive data, and working within culturally diverse environments. Seeking to apply my skills and expertise to empower individuals and strengthen communities.

KEY STRENGTHS

- Cross-cultural competence and respectful engagement
 - Strong relationship-building with stakeholders
 - High-level time management and organizational skills
 - Proficiency in MS Office Suite and data management systems
 - Ability to work independently and within a team
 - Experienced in case management and advocacy
 - Effective communication with trauma-affected clients
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EDUCATION & TRAINING

- **Trauma Informed Love Bites Facilitator Training** – NAPCAN (2019)
 - **Certificate III in Community Services** – Charles Darwin University (2016)
 - **Vicarious Trauma Training** – Rape and Domestic Violence Services Australia (2013)
 - **Recognising and Reporting Child Abuse and Neglect** – Flinders University/CDU (2013)
 - **Emergency Control Organisation Training** – Eagle Training Services NT (2012)
 - **Northern Territory Certificate of Education (Year 12)** – Centralian Senior College (2002)
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PUBLICATIONS (CO-AUTHOR)

- *"It's gotta be done right way": Exploring a longitudinal cohort study of young Aboriginal children in Alice Springs (2023)*
- *"I want to see them thrive!": Health service research priorities for young Aboriginal children (2024)*
- *Using photovoice to improve food security in remote Aboriginal communities (2024)*
- *Pre-testing a culturally adapted developmental outcome measure for Aboriginal and Torres Strait Islander children (2024)*

- *Remote Food Security Research Project: Applying an Indigenist Research Lens (2025)*
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PROFESSIONAL EXPERIENCE

Senior Research Assistant

Central Australian Aboriginal Congress | 2021 – Present

- Conduct culturally appropriate community engagement and research activities
- Facilitate participant recruitment and support data collection through interviews, surveys, and focus groups
- Assist in qualitative data analysis and contribute to academic publications
- Ensure research compliance with ethical and cultural guidelines
- Working within a team
- Supporting research staff and provide language translation support

Remote Tobacco Health Promotion Officer

Central Australian Aboriginal Congress | 2020 – 2021

- Designed and implemented tobacco-related health promotion programs
- Delivered key health messages to diverse audiences
- Developed and maintained stakeholder relationships within service areas
- Collected and analyzed program data for evaluation and reporting

Program Manager – Girls Academy

Role Models and Leaders Australia, Centralian Middle School | 2020

- Managed mentoring support for female students
- Built relationships with school staff, parents, and community stakeholders
- Maintained attendance database and operational budget
- Coordinated program events, including the Breakfast Program

Program Coordinator – Young Mothers Program

Department of Education NT, Larapinta Child & Family Centre | 2018 – 2020

- Developed and coordinated a support program for young mothers
- Engaged young mothers in education, health, and parenting initiatives
- Built partnerships with agencies to support participants

Case Coordinator – miTrack Program

Mental Illness Fellowship of Australia (NT) | 2017 – 2018

- Managed cases of at-risk children and their families
- Provided support through education, training, and community projects
- Collected and reported program data for funding bodies

Case/Advocacy Worker

Domestic & Family Violence Service, NPY Women's Council | 2012 – 2017

- Provided case management and advocacy for domestic violence survivors
 - Assisted clients with police reporting, emergency evacuations, and referrals
 - Developed and presented domestic violence awareness initiatives
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TECHNICAL SKILLS

- Microsoft Office (Word, Excel, PowerPoint, Outlook, Publisher)
 - Data analysis
 - Research tools and qualitative data analysis
 - Report writing and policy development
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CERTIFICATIONS & ADDITIONAL INFORMATION

- National Police Check
 - Working with Children Check
 - NT Class C Driver's License
 - Fluent in English, Conversational Pitjantjatjara
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REFEREES

Available upon request.