



EMPLOYMENT APPLICATION And INFORMATION PACKAGE

Thank you for the interest expressed in the advertised position for a career with CatholicCare Wilcannia-Forbes Limited.

This Package Contains:

- Position Advertisement
- Essential Selection Criteria
- Position Description
- CatholicCare Application for Employment Form - available as a Word document on our website – www.ccwf.org.au/positionsvacant
- Information leaflet about CatholicCare Wilcannia-Forbes Limited.

If you decide to apply for this position, your completed application **must** include:

1. A Cover Letter
2. Responses to the Essential Selection Criteria
3. Completed and signed Application for Employment form (also available as a Word document on our website)
4. Current Resume

Submit your application before **5.00 pm Wednesday 18th September 2019** to:

Email: **careers@ccwf.org.au** or

Post: HR Department
CatholicCare Wilcannia-Forbes Limited
PO Box 957
FORBES NSW 2871

If you have any questions about the vacancy or the application process, please contact the HR Department on **02 6850 1788**. See also our guidelines on submitting applications at www.ccwf.org.au/positionsvacant

CatholicCare is committed to being a Child Safe Organisation by implementing effective child safe policies and practices to safeguard children and young people from harm. Therefore, the selected candidate will need to possess a new working with children check number. If you do not possess a Working With Children check number already (obtained after 1 July 2014) please visit the Office of the Children's Guardian website to assist you in obtaining a new Working With Children check number.

www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check



FAMILY MENTAL HEALTH SUPPORT WORKER PART TIME - BATHURST

CatholicCare (formerly CentaCare) provides a broad range of innovative social services in response to the needs of communities in Western NSW. We are seeking a caring and enthusiastic individual to join our dedicated Mental Health Team.

Providing early intervention and support to young people at risk of or showing early signs of mental illness and their families, so they can develop their capabilities, increase their wellbeing and actively participate in community. Travel is required once a week to outlying areas of need as required.

The position is part time, based in Bathurst, and presents a wonderful opportunity to contribute to the well-being of others.

Initially, a maximum term contract will be offered until 30 June 2020. If further funding is made available, an additional contract may be offered to the incumbent.

An attractive remuneration package is on offer commensurate with qualifications and experience. Only those who specifically address the essential selection criteria will be considered.

For further information about the position, contact **Human Resources on 02 6850 1788.**

For an information package and the essential selection criteria, please visit:

www.ccwf.org.au/positionsvacant

or email: careers@ccwf.org.au

Applications close: 5 pm Wednesday 18th September 2019



Proudly part of the Catholic Social Services network and the Diocese of Wilcannia-Forbes



ESSENTIAL SELECTION CRITERIA

Family Mental Health Support Worker

Please address each of the below essential selection criteria with your application.

Essential

1. Qualifications in mental health and/or demonstrated experience working with families, children and young people with complex needs
2. Demonstrated assessment skills and experience developing a planned approach when working with young people and families
3. Demonstrated ability to facilitate group programs to young people
4. Experience using data systems and computer software products such as Microsoft, Outlook
5. Demonstrated ability to work independently and as part of a team
6. Strong personal values and commitment to working within the ethics of a Catholic Organisation

Desirable

1. Experience working with schools and/or youth services

Position Description



Position Title	Family Mental Health Support Worker
Position Reports To	Team Leader – Family Mental Health Support Service

1 PRIMARY PURPOSE OF ROLE

The primary purpose of the role is to provide early intervention and other support through community-based initiatives for people with mental illness, their families and carers, so they can develop their capabilities, increase their wellbeing and actively participate in community and economic life. The target group is vulnerable families with children and young people who are showing early signs of or are at risk of developing mental illness.

Position Duties	<p>Coordination & Support to clients</p> <ul style="list-style-type: none">• Provide intensive, long-term early intervention support (including targeted therapeutic group work), based on a Family Action Plan, specifically for children and young people, and practical whole-of-family assistance to improve the long-term outcomes for vulnerable children and young people up to the age of 18, at risk of, or affected by, mental illness and their families and carers.• Provide short-term information, referral and assistance for families and carers and;• Provide community outreach, mental health promotion/education and community development activities to increase local capacity to identify, understand and respond to the mental health needs of children and young people. <p>Service Networks and Activities</p> <ul style="list-style-type: none">• Provide support with a primary focus on children and young people up to age 18, while working with them in a whole-of-family context;• Respond quickly and early to make a difference in achieving outcomes for children, young people and families;• Be flexible in the use of funding to provide practical assistance tailored to the needs and situation of each child, young person and family;• Provide services to vulnerable clients on a proportionate basis with respect to the community profile;• Develop partnerships and linkages with other services to establish good referral pathways into and out of the service, in
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	<p>order to reach vulnerable children, young people, families and carers, who may not otherwise engage with the mental health or children’s services sector;</p> <ul style="list-style-type: none"> • Work with children, young people and families to identify risk factors or issues which may lead to poor mental health outcomes later in life and work with the child, or young person and their family to address these issues, and strengthen protective or positive factors; and • Closely cooperate with other family and children’s services and with the local network of ‘first-to know’ agencies such as schools, early childhood centers and child welfare agencies which are vital in identifying at-risk children or young people. • Promote CatholicCare work focused on Mental Health Programs within the broader community.
Career Development	<ul style="list-style-type: none"> • Actively pursue ongoing personal and professional development. In order to enhance personal and professional contribution to CatholicCare Wilcannia-Forbes. • Contribute to and attend regular supervision sessions with the Supervisor as delegated and make effective use of supervision.

2 MEASURABLE OUTCOMES

1. KPI’s are met in line with annual service plan.
2. Data entry requirements met in line with data entry work instruction.
3. Reporting requirements met in line with monthly reporting schedule.
4. Clients are well supported, and mental health and wellbeing of participants improved.

Functional Key Responsibilities

Functional Key Responsibilities are standard in all Position Descriptions and provide responsibilities across all roles within CatholicCare Wilcannia-Forbes.

CatholicCare Core Values	<ul style="list-style-type: none"> • Acts consistently with CatholicCare values, challenges practices inconsistent with these values, and uses values as a basis for managing relationships and decision making.
Work, Health and Safety	<ul style="list-style-type: none"> • Maintain a safe work environment by managing all safety issues associated with business activities to the highest standards. • Ensure you comply with CatholicCare WHS policies and procedures.
People	<ul style="list-style-type: none"> • Participate in organisational change management and encourage an innovative and service orientated culture. • Ensure you actively participate in CatholicCare initiatives and fulfil all requirements in line with prescribed timeframes; and • Ensure you participate in the CatholicCare Induction process and probation/annual reviews are completed within prescribed timelines.



Risk and Governance	<ul style="list-style-type: none"> • Ensure you operate in line with CatholicCare policies and procedures. • Undertake responsible risk identification and management in relation to conduct of all business activities; and • Actively participate in risk reviews and scheduled audits.
Engagement & Communication	<ul style="list-style-type: none"> • Actively undertake activities to engage stakeholders. • Develop communication material to ensure internal and external stakeholders are kept informed. • Ensure clear and open communication with all internal and external stakeholders.

3 KEY COMMUNICATIONS

Internal	<ul style="list-style-type: none"> • Program Manager Mental Health • Team Leader Family Mental Health • Corporate Services • Local team members
External	<ul style="list-style-type: none"> • Government and Non-Government agencies • CatholicCare clients • NSW Health and Local Health District providers

4 SIGN OFF

I acknowledge that I have read and understand the above position description.

Employee Name:

Employee Signature:

Date:





CatholicCare
Wilcannia-Forbes

APPLICATION FOR EMPLOYMENT

Position Applying For

Applicant Information

Surname		First Name	
Address		Postal Address	
Ph Home		Ph Mobile	
Email Address			
Driver's Licence No. & Class	Essential requirement for the role	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Residency	Australian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Entitled to work by Work Visa <input type="checkbox"/>		
Are you of Aboriginal or Torres Strait Islander Decent?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

Education History

Course	Year	Institution
1.		
2.		
3.		
4.		

Other Relevant Training

Training	Year	Institution
1.		
2.		
3.		
4.		



CatholicCare
Wilcannia-Forbes

Employment History				
Position Held	Employer	From	To	Total # of Years
1.				
2.				
3.				
4.				

*****Please Attach Curriculum Vitae*****

Employment Referee 1			
Name			
Position			
Business/Agency		Was this person your Supervisor?	<input type="checkbox"/> No <input type="checkbox"/> Yes
			If "No", the work relationship:
Contact Phone Numbers	Work/Home:		
	Mobile:		

Employment Referee 2			
Name			
Position			
Business/Agency		Was this person your Supervisor?	<input type="checkbox"/> No <input type="checkbox"/> Yes
			If "No", the work relationship:
Contact Phone Numbers	Work/Home:		
	Mobile:		

Other Referees		
Name	Relationship	Contact Number
1.		
2.		
3.		

Please note: Only the preferred applicant's referees will be contacted



CatholicCare
Wilcannia-Forbes

PLEASE TICK THE APPROPRIATE BOXES	
Have you worked for CatholicCare Wilcannia-Forbes Ltd (formally CentaCare Wilcannia Forbes) previously?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Do you have any health issues or injuries which would prevent you from carrying out the full range of duties as described in the Position Description? If yes, please provide details:	<input type="checkbox"/> No <input type="checkbox"/> Yes

<p>In respect to child protection legislation in NSW, I acknowledge my obligations under the current legislation:</p> <ul style="list-style-type: none"> • Children and Young Persons (Care and Protection) Act 1998 • Child Protection (Working with Children) Act 2012 • Child Protection (Working with Children) Regulation 2013 • Ombudsman Act 1974 	<input type="checkbox"/> No <input type="checkbox"/> Yes
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<p>My Working With Children Check Number is: WWC _____</p> <p style="text-align: center;">Expiry Date: _____</p> <p>Or</p> <p>I will provide my Working With Children Check number to CatholicCare if I am successful in obtaining the position applied for. This is an essential requirement for the role.</p>	<input type="checkbox"/> No <input type="checkbox"/> Yes
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I understand that I may not apply for, or remain in child-related employment if I am subject to an interim bar, or if I am barred from child related work.	<input type="checkbox"/> No <input type="checkbox"/> Yes
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<p>How did you hear about this position with CatholicCare Wilcannia-Forbes? (Tick your answer)</p> <p><input type="checkbox"/> Newspaper <input type="checkbox"/> SEEK <input type="checkbox"/> Radio <input type="checkbox"/> CatholicCare Website</p> <p>If not one of the above, please tell us how your heard about this position _____</p>	
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I certify the information provided in this application form to be accurate. If I am the preferred applicant, I consent to CatholicCare contacting my nominated referees, for the purpose of conducting reference checks. I am aware that a check of Police and Office of the Children’s Guardian records will be conducted as part of an Employment Screening process and that the existence of a criminal record may affect my employment prospects.

Name		Date	
Signature			

Name of the person assisting with this application (where applicable)			
Name		Date	
Signature		Relationship to Applicant	

Working with CatholicCare Wilcannia-Forbes Limited

About Us...

Established in 1996, CatholicCare Wilcannia-Forbes Limited is the official social service of the Catholic Church of the Diocese of Wilcannia-Forbes, which covers the western 52 per cent of New South Wales.



At CatholicCare Wilcannia-Forbes Limited we provide a broad range of programs and services to encourage and support people living in western NSW regardless of religion, race, culture or economic circumstance; adapting services in response to specific needs and developing collaborative partnerships to strengthen the capacity of our rural and remote communities.

We have branches in Bathurst, Bourke, Broken Hill, Cobar, Condobolin, Dubbo, Forbes, Lake Cargelligo, Narromine, Nyngan/Warren, Orange, Parkes and Wilcannia with staff offering a diverse range of programs and services to individuals, families and communities. We also provide outreach services to many communities.

Our Vision

CatholicCare has a vision of communities imbued with a spirit of Justice, where there is tangible respect for the sacredness of all creation, the dignity of each person and the inherent right of all to participate fully in our co-creative mission.

Our Mission

To empower individuals, families and communities by enhancing social and emotional wellbeing, and strengthening networks of support.

Our Programs and Services

At CatholicCare Wilcannia-Forbes Limited we provide many diverse programs and services to the rural and remote communities in western NSW including:

- **Parent and Child**
- **Family and Relationship Services**
- **Financial Counselling**
- **Mental Health**
- **Housing**
- **Manage Your Income**

Management

The CEO of CatholicCare Wilcannia-Forbes Limited is accountable to the CatholicCare Board, which is directly accountable to the Trustees of the Wilcannia-Forbes Diocese.

Our service stream is managed by one Director who is accountable to the CEO. Program Managers are responsible for the oversight of the services. A corporate support services team is based at our Forbes Head Office to support the directorate.

Our Partners

Our work is only possible thanks to the generous support of State and Commonwealth governments, Corporations, Benevolent Trusts, sectors of the Catholic Church and private donors. This support allows us to provide quality programs and services to families and communities of western NSW.



Work With Us

Bound by a shared mission and values, regardless of distance and variety of service outreach, CatholicCare provides the atmosphere and conditions that allows staff to develop their skills and move towards reaching their full potential.

At CatholicCare we recognise that our greatest resource lies in the quality of our teams and provide considerable investment in professional development across the organisation.

As a child-related employer, CatholicCare is required to abide by the following legislation:

- Children and Young Persons (Care and Protection) Act 1998
- Child Protection (Working with Children) Act 2012
- Child Protection (Working with Children) Regulation 2013
- Ombudsman Act 1974

Recruiting the right people

CatholicCare aims to recruit the most suitable person for the job and endorses the principles of Equal Opportunity Employment and Affirmative Action.

Where relevant, all preferred applicants will be subject to formal employment screening.

New appointees will undergo a six-month probationary period of employment and permanent employment will be based on a satisfactory completion of this probationary period.

Work hours Full-time employees work a 38-hour week. Our core hours of work are from 9.00 am to 5.00 pm with a thirty-minute lunch break. If a staff member wishes to take a 1-hour lunch break, they may either start work at 8.30 am or finish work at 5.30 pm on the respective day.

Why Work with CatholicCare?

The benefits include:

- As CatholicCare is a not for profit organisation you can take advantage of salary packaging which means part of your wages is paid **tax free** each pay day. The salary packaging limit is up to \$15,900 per annum
- option to purchase additional leave
- commitment to quality learning and development
- the opportunity for flexible working arrangements
- a strong commitment to individual supervision for all team members
- CatholicCare's commitment to providing a safe working environment for all staff and volunteers
- colleagues who will support and mentor as part of a service stream
- opportunity to assist others less fortunate

Talk With Us About Joining The CatholicCare Community

Contact our Human Resources team by phoning 02 6850 1788 or email careers@ccwf.org.au

Access our website: www.ccwf.org.au