

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 **9am Monday 23rd 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



CatholicCare
Wilcannia-Forbes

Family Worker

Nyngan/Warren

CatholicCare Wilcannia-Forbes 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 offer support, mentoring and parenting education to families with children aged 0-18 years including playgroups.

This position offers a wonderful opportunity to work in partnership with local organisations, schools and the community to make a real difference to families.

This position is full time and can be based in either Nyngan or Warren, with outreach to both these communities. 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 your qualifications and experience. For further information, please call Human Resources on **02 6850 1788**.

FAMILY WORKER - INFORMATION DAYS

For more information on this role and assistance in applying for this position, please come along and see us at **Nyngan Town Hall, Cobar Street, Nyngan**, on the following days;

- Monday 16th September – 10am to 1pm
- Tuesday 17th September – 10am to 1pm
- Friday 20th September – 2pm to 5pm

And in **Warren at 2 Lawson Street, Warren**, on the following day;

- Wednesday 18th September - 11am – 3pm

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

www.ccwf.org.au/positionsvacant

or email: careers@ccwf.org.au to request a package.

Applications close: 9am Monday 23rd September 2019



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



CatholicCare
Wilcannia-Forbes

ESSENTIAL SELECTION CRITERIA

Family Worker

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

1. Good interpersonal skills and an ability to communicate sensitively and effectively with clients in a culturally appropriate and confidential manner (both orally and written).
2. Experience in social/educational services with a minimum of Cert III in Community Services or willingness to obtain Cert III in Community Services or equivalent.
3. An understanding of issues affecting families experiencing complex disadvantage including Aboriginal families.
4. Knowledge of evidence-based parenting programs and ability to deliver group-based training.
5. Strong personal values and commitment to working within the ethics of a Catholic organisation.

Position Description



Position Title:	Family Worker
Position Reports To:	Team Leader – FamilyCare

1 PRIMARY PURPOSE OF ROLE

The primary purpose of the role is to provide integrated services for families to achieve improved child, youth and family wellbeing, increased economic engagement and more cohesive communities in Nyngan & Warren.

Position Duties	Case Management and Group Work <ul style="list-style-type: none">• To provide support and mentoring to parents with a primary focus on children aged 0-12 years but may include children up to age 18 years.• To respond to referrals from the local Service Network;• To make an assessment of the needs of families and to develop and implement adult and children centred case plans;• To build trust with families to motivate their engagement in appropriate activities in line with their case plans.• To deliver parenting education programs (incl. Triple P, Teen Triple P, Parents as Teacher, Circle of Security, Childbirth Training, Parents under Pressure, Tuning into Kids, Tuning into Teens).• To deliver supported playgroups based on CatholicCare's PEDAL (Play, Explore, Discover and Learn) in line with the practices and principles of the Early Years Learning Frameworks.• To provide peer support groups in response to identified needs, creating supportive networks and referral pathways.• To conduct home visits to provide intensive family support in line with the case plan and for ongoing client assessment/ case plan review.• To support families in their involvement in school transition activities in their community.• To help families access relevant services and other support activities (incl. groups) in line with their case plan.• To assist in developing CatholicCare's awareness of issues in the community, and its ongoing response to them.
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Service Networks	<ul style="list-style-type: none"> • To build and maintain relationships with local services through regular service visits, interagency attendance and information sharing. • To work with an Integrated Service Network to provide collaborative activities in response to families' needs. • To work with the Service Network to develop pathway plans for families which include the support of other service providers. • To initiate and participate in case conferencing for families in line with their case plans. • To work in collaboration with the local early childhood services and schools creating links between these and families through referral and organised group activities; • To evaluate the Family Worker service with the Service Network.
Administration	<ul style="list-style-type: none"> • Maintain core and optional client data that is accurate, comprehensive and timely, and in line with relevant data collection frameworks and protocols. • Prepare quantitative and qualitative data and activity reports as required. • Keep appropriate records and ensure privacy and confidentiality is maintained.
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. • Attend relevant training identified by and in consultation with Supervisor.

2 MEASURABLE OUTCOMES

1. Delivery of parent education workshops as per annual service plan;
2. Delivery of PEDAL, school transition programs, supported playgroups and peer support groups as per annual service plan;
3. Provision of case management including home visits as per annual service plan;
4. Weekly data entry;
5. Monthly output and outcome reporting.

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.
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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 Parent Child Services • Team Leader FamilyCare • Parent Child Services team members • Local team members • Corporate Services
External	<ul style="list-style-type: none"> • CatholicCare clients • Community Groups • Government and Non-Government agencies • Early Childhood Networks • Schools / RTOs

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