

## Family Worker (Two Positions available) Bourke

### 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
- Selection Criteria
- Position Description
- Application for Employment form
- Information leaflet "Working with CatholicCare Wilcannia-Forbes Ltd"

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

1. A Cover Letter
2. Responses to the Selection Criteria
3. Current Resume
4. Completed and signed Application for Employment form

Submit your application before **5.00 pm Friday, 3 May 2024** to:

Email: [careers@ccwf.org.au](mailto:careers@ccwf.org.au)

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 <https://ccwf.org.au/about-us/employment/>

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 Working With Children Check number. If you do not possess a Working With Children Check number already, please visit the Office of the Children's Guardian website to assist you in obtaining a Working With Children Check number.

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>



# Family Worker

(Two Positions available)

## Bourke

CatholicCare provides a broad range of innovative social services in response to the needs of communities in Western NSW.

We are seeking **two caring and passionate individuals** to join our **Targeted Early Intervention (TEI) Team**. In the Family Worker role, you will work closely with families to deliver a range of activities including groups, parenting education, and individual support. You will be supported in your role with a mentor and given opportunities for training and development.

Aboriginal people are strongly encouraged to apply.

If you don't have a current Resume, you can send in a letter or email telling us why you are interested in the role, and we will happily assist you to complete the application process. If you would like more information or if you would like to speak to one of our senior Aboriginal Leaders, we can also put you in contact with them.

We have **one full-time position** and **one part-time position**, with both roles based in Bourke. Initially, a maximum term contract will be offered until 27 June 2025. If further funding is made available, an additional contract may be offered to the incumbent.

CatholicCare believes that merit-based recruitment is key to maintaining a sustainable and developing organisation, the most capable and motivated staff, and high-quality services to clients. Merit-based recruitment is free of discrimination and provides opportunities for workforce diversity.

### The benefits of working with us:

- Attractive hourly rate starting from \$35.00 (dependent on experience, skills, and qualifications)
- An opportunity to make a positive difference in the lives of people in the community.
- Salary Packaging – package up to \$15,900 per year tax free!

For an Information Package please visit:

Website: [ccwf.org.au/about-us/employment](http://ccwf.org.au/about-us/employment)

Email: [careers@ccwf.org.au](mailto:careers@ccwf.org.au)

Phone: 02 6850 1788

**Applications Close: 5.00pm Friday 3 May 2024**



## Essential Selection Criteria

### Family Worker

*Please address each of the below essential selection criteria with your application.  
Your responses will assist with shortlisting applicants.*

1. Strong connection to community and good understanding of local services that offer support to children and families.
2. Capacity to support families and deliver educational programs for parents and children.
3. Good organisational and administration skills.
4. Strong personal values and a commitment to working within the ethos of a Catholic organisation.



# Position Description



CatholicCare  
Wilcannia-Forbes

<b>Position:</b>	Family Worker (Healthy Relationships – TEI)
<b>Direct Reports:</b>	n/a
<b>Department:</b>	Delivery
<b>Portfolio:</b>	Healthy Relationships
<b>Manager:</b>	Delivery Leader (Healthy Relationships)

## 1. Purpose

Delivery of the Targeted Early Intervention (TEI) program in accordance with CCWF vision, mission and values and contractual requirements.

The aim of TEI is to increase parents' and carers' capacity to provide support to their children in a way that promotes attachment, positive relationships and social belonging, mental and physical wellbeing, healthy development, and achievement of educational outcomes. This is achieved through a combination of client-centric individual and group-based interventions.

The purpose of this role is to provide families with case management, supported playgroups, parenting education, peer support groups and community capacity building events. This role also provides expert support to other TEI support workers and other staff across the organisation focused on safeguarding practical knowledge.

## 2. Accountability

Area of Accountability		Responsibility	Measurable Outcome
Healthy Relationships	Delivery Support Worker 5 days	<ul style="list-style-type: none"> <li>Delivery of service to clients in accordance with the CCWF vision, mission and values.</li> <li>Delivery of service plans in accordance with program logic and contractual requirements.</li> <li>Achieve activity targets including:                             <ul style="list-style-type: none"> <li>reporting submissions,</li> <li>data collection,</li> <li>compliance tasks, and</li> <li>contractual requirements.</li> </ul> </li> <li>Timely and accurate inputting of all data and information on all relevant systems, such as CIMS and PIX databases, in accordance with CCWF procedures.</li> <li>Attend monthly meetings.</li> <li>Provide reports as requested within the required timeframe.</li> </ul>	<ul style="list-style-type: none"> <li>Achieve delivery of Service Plan</li> <li>Achieve Activity Targets</li> </ul>

Functional Responsibilities	CatholicCare Core Values	<ul style="list-style-type: none"> <li>Act consistently with CatholicCare values, challenges practices inconsistent with these values, and uses values as a basis for managing relationships and decision making.</li> </ul>
	Workplace Health & Safety (WH&S)	<ul style="list-style-type: none"> <li>Adhere to WH&amp;S policies and procedures to ensure a safe work environment for team member, clients, contractors, and visitors.</li> <li>Identify and report workplace, injury, hazards, and incidents immediately.</li> <li>Implement all WH&amp;S Management processes and systems.</li> <li>Monitor the health and safety of team members, reporting issues or concerns immediately.</li> <li>Participate in WH&amp;S meetings, document implementation and review, site inspections / audits as required.</li> <li>Promote and encourage positive health and wellbeing initiatives.</li> </ul>

	General	<ul style="list-style-type: none"> <li>• Adhere to CCWF policies and procedures.</li> <li>• Conduct risk identification, assessment, and management procedures in all organisational activities.</li> <li>• Acts consistently with CCWF values, challenges practices inconsistent with these values, and uses values as a basis for managing relationships and decision making.</li> <li>• Inspire and advocate the CCWF mission and values.</li> <li>• Ensure you actively participate in CCWF initiatives and fulfil all requirements in line with prescribed timeframes.</li> <li>• Other duties as requested.</li> </ul>
	Career Development	<ul style="list-style-type: none"> <li>• Actively pursue ongoing personal and professional development in order to enhance personal and professional contribution to CatholicCare Wilcannia-Forbes.</li> <li>• Contribute to and attend regular supervision sessions with the supervisor as delegated and make effective use of supervision.</li> </ul>
	People	<ul style="list-style-type: none"> <li>• Participate in organisational change management and encourage an innovative and service orientated culture.</li> <li>• Ensure you actively participate in CatholicCare initiatives and fulfil all requirements in line with prescribed timeframes; and</li> <li>• Ensure you participate in the CatholicCare Induction process and probation/annual reviews are completed within prescribed timelines.</li> </ul>
	Risk and Governance	<ul style="list-style-type: none"> <li>• Ensure you operate in line with CatholicCare policies and procedures.</li> <li>• Undertake responsible risk identification and management in relation to conduct of all business activities; and</li> <li>• Actively participate in risk reviews and scheduled audits.</li> </ul>
	Engagement & Communication	<ul style="list-style-type: none"> <li>• Actively undertake activities to engage stakeholders.</li> <li>• Develop communication material to ensure internal and external stakeholders are kept informed.</li> <li>• Ensure clear and open communication with all internal and external stakeholders.</li> </ul>

### 3. Sign off

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

Employee Name:

\_\_\_\_\_

Employee Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

This form can be completed electronically using Microsoft Word or by filling out a printed copy.

Part 1: Position Details				
Position Applying For				
Location:				
Part 2: Applicant Information				
Surname		First Name		
Residential Address		Postal Address		
Home Phone		Mobile No.		
Email				
Driver's Licence	Do you have a current driver's licence?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		Expiry Date		
	Are you medically able to drive?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If "No" please provide details</i>				
Residency	<input type="checkbox"/> Australian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Entitled to Work by Visa	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate/Intersex/Unspecified	
If entitled to Work by Visa – provide details:				
Are you of Aboriginal or Torres Strait Islander Decent?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Part 3: Education History				
Course	Year	Institution		
Part 4: Other Relevant Training				
Training	Year	Institution		
Part 5: Employment History				
Position Held	Employer	From	To	No. of Yrs

Approved Date:	11/10/2023	Review Date:	10/10/2025
Version No:	6.0	Approved By:	Suzanne Piggott

**\*\* Please attach your Curriculum Vitae / Resume \*\***

## Part 6: Referees

### Employment Referee No. 1

Name	
Position	
Business/ Agency	
Were they your supervisor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "No", the work relationship was	
Contact Phone Numbers	Work:
	Mobile:

### Employment Referee No. 2

Name	
Position	
Business/ Agency	
Were they your Supervisor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "No", the work relationship was	
Contact Phone Numbers	Work:
	Mobile:

## Part 7: Other Referees

Name	Relationship	Contact Number
1.		
2.		
3.		

**\*\* Please note that only the preferred referee's will be contacted \*\***

## Part 8: Child Protection

### Please tick the appropriate boxes

In respect to child protection legislation in NSW, I acknowledge my obligations under the current legislation: <ul style="list-style-type: none"> <li>Children and Young Persons (Care and Protection) Act 1998</li> <li>Child Protection (Working With Children) Act 2012</li> <li>Child Protection (Working With Children) Regulation 2013</li> <li>Ombudsman Act 1974</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
My Working With Children Check Number (Paid Employee Check) is:	Expiry Date:
<b>OR:</b> I will provide my Working With Children Check number (paid employee check) to CatholicCare Wilcannia-Forbes if I am successful in obtaining the position applied for. <b>Note: This is an essential requirement of the role.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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"/> Yes <input type="checkbox"/> No

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Police Check – I hold a recent (last 30 days) Police Record Check? <b>Note: This is an essential requirement of the role.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date acquired:	
Please advise of any matter that may impact you receiving a cleared Police Check or a WWCC.		Details:	

## Part 9: Other Information

Please tick the appropriate boxes

Have you worked for CatholicCare Wilcannia-Forbes (formerly CentaCare Wilcannia-Forbes) previously?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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"/> Yes <input type="checkbox"/> No
If yes to health issues or injuries, please provide details:	
How did you hear about this position with CatholicCare Wilcannia-Forbes?	
<input type="checkbox"/> Newspaper <input type="checkbox"/> SEEK <input type="checkbox"/> Jora <input type="checkbox"/> Radio <input type="checkbox"/> CatholicCare Wilcannia-Forbes Website	
If not one of the above, please tell us how you heard about this position:	

## Part 10: Acknowledgement and Signature

I certify the information provided in this application form to be accurate. If I am the preferred applicant, I consent to CatholicCare Wilcannia-Forbes contacting my nominated referees, for the purposes 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 (if applicable)			
Name		Date	
Signature		Relationship to Applicant	

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CatholicCare  
Wilcannia-Forbes



**WORKING  
WITH US**

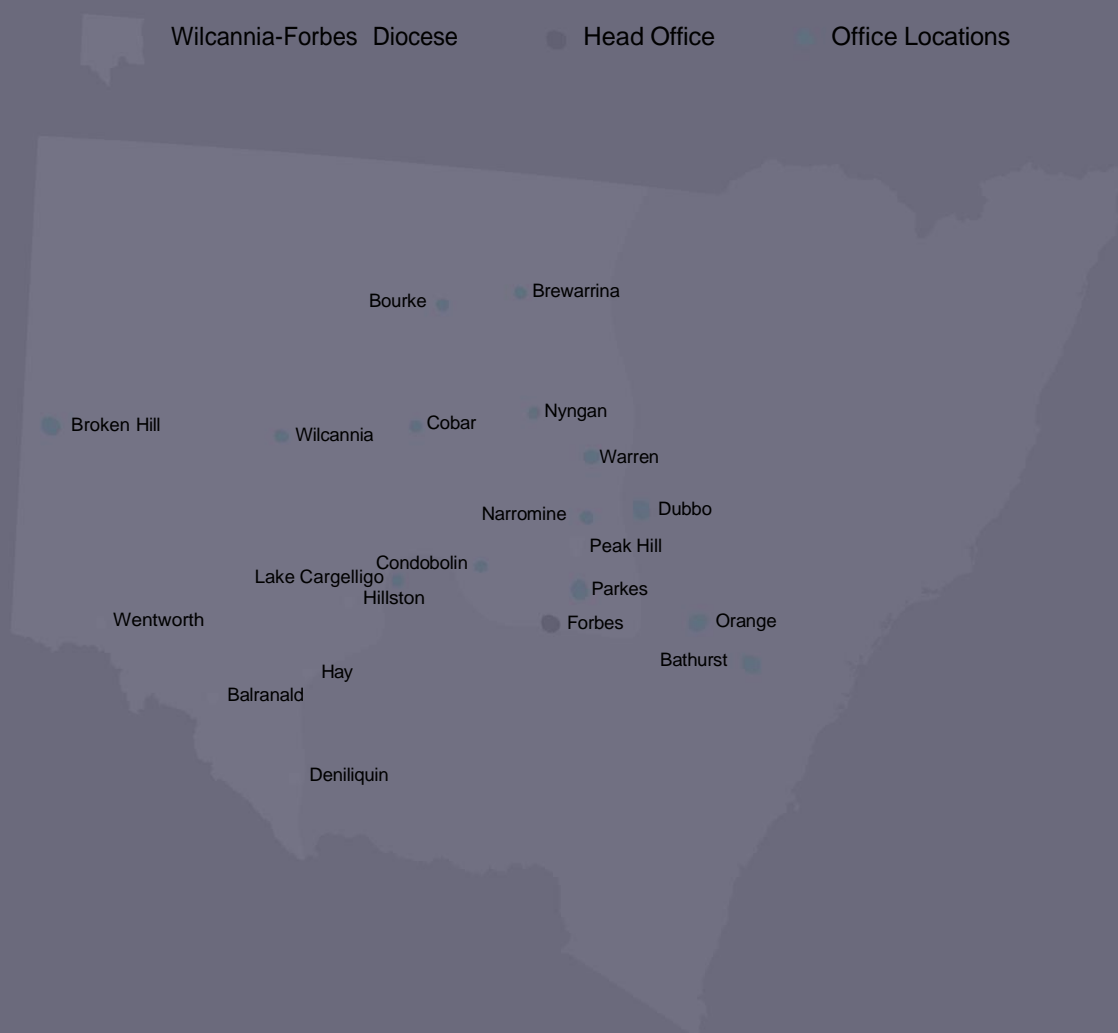
# ABOUT US...

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.

THE DIOCESE  
COVERS  
52%  
OF NSW



414,398  
SQUARE  
KILOMETRES



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 our team offering a diverse range of programs and services to individuals, families and communities. We also provide outreach services to many communities.

## Our Mission

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

## Our Vision

CatholicCare Wilcannia-Forbes 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 Programs and Services

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

- Parents and Children
- Family and Relationships
- Financial Counselling
- Mental Health
- Homelessness and Domestic Violence.

## 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.

Portfolio Managers are responsible for the oversight of the services. A corporate support services team is based at our Forbes Head Office to support the branches.

## 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 Wilcannia-Forbes provides the atmosphere and conditions that allows staff to develop their skills and move towards reaching their full potential.

At CatholicCare Wilcannia-Forbes 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 Safe employer, CatholicCare Wilcannia-Forbes complies with all Child Protection legislation that applies.

## Recruiting the Right People

CatholicCare Wilcannia-Forbes aims to recruit the most suitable person for the job and endorses the principles of Equal Employment Opportunity and Affirmative Action. Recruitment at CatholicCare Wilcannia-Forbes is based on merit. The applicant who best meets the selection criteria is the one who will be given preference for appointment to the position.

CatholicCare Wilcannia-Forbes currently employs 30% of Aboriginal team members across all levels within the organisation. We offer support and mentoring for our Aboriginal team members.

All preferred applicants will be subject to formal employment screening (WWCC and Police Check).

New appointees will undergo a probationary period. Employment will be based on the satisfactory completion of probation.

# WHY WORK WITH US?

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
- Commitment to quality learning and development
- The opportunity for flexible working arrangements
- A strong commitment to individual supervision for all team members
- CatholicCare Wilcannia-Forbes' commitment to providing a safe working environment for all staff and volunteers
- Commitment to staff wellbeing by providing wellbeing activities to promote mental and physical wellness for all team members
- Colleagues who will support and mentor you as part of a service stream
- Opportunity to assist vulnerable and at-risk community members.

## Talk with us about joining the CatholicCare community

Contact our Human Resources team by phoning 02 6850 1788 or email [careers@ccwf.org.au](mailto:careers@ccwf.org.au)