

## Specialist Worker Children and Young People (SWCYP) Forbes

### 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 Wednesday, 7 May 2025** 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>



# Specialist Worker for Children & Young People

## FORBES

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

We are seeking a caring and compassionate individual to provide support to children and young people experiencing trauma as a result of domestic and family violence.

### **About the role:**

- Identify children and young people in priority refuges who require specialist children's support.
- Provide direct and tailored services and support to children and young people that are trauma informed, family centred and culturally safe.
- Support children and young people to access mainstream and specialist services.

We have **one part-time position** available to be based at our Forbes Refuge/Office, offering a maximum term contract until 26 June 2026. If further funding is made available, an additional contract may be offered to the incumbents.

### **The benefits of working with us:**

- Attractive hourly rate starting from \$38.42 (dependent on experience, skills and qualifications)
- Salary Packaging – package up to \$15,900 per year tax free!

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.

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: 5.00 pm Wednesday, 7 May 2025**



## Essential Selection Criteria

# Specialist Worker Children & Young People

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

1. Experience working in social /mental health sector; with an understanding of trauma and its impact on children and young people.
2. Ability to listen and respond appropriately to children and young people and ability to identify those children who need specialist's support.
3. Ability to provide one-to-one support to parents and children, identifying needs and addressing their concerns.
4. Ability and experience in actively working with other services in supporting individuals and families experiencing domestic and family violence.
5. Strong personal values and commitment to working within the ethos of a Catholic organisation.

### Desirable:

1. Experience in working with children and young people.
2. Certificate IV Community Services.



# Position Description



<b>Position:</b>	Specialist Worker for Children and Young People
<b>Direct Reports:</b>	Nil
<b>Department:</b>	Delivery
<b>Portfolio:</b>	Safe Homes
<b>Line Leader:</b>	Delivery Leader (Safe Homes)

## 1. Purpose

Delivery of the Specialist Homelessness Service - Specialist Workers for Children and Young People (SWCYP) in accordance with CCWF vision, mission, and values.

The primary purpose of this role is to break the cycle of disadvantage and improve outcomes for children and young people experiencing or at risk of experiencing homelessness and who have been impacted by domestic and family violence (DFV).

The objectives of the SWCYP are to:

- Identify children and young people in the priority refuges and safe homes who require specialist children’s support.
- Provide direct and tailored services and support to children and young people that are trauma informed, family centred and culturally safe.
- Support children and young people to access mainstream and specialist services including therapeutic interventions.

## 2. Accountability

Area of Accountability			Responsibility	Measurable Outcome	
Safe Homes	Delivery	Support Worker 20%	Delivery	<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</li> </ul>	<ul style="list-style-type: none"> <li>• Achieve delivery of Service Plan</li> <li>• Achieve Activity Targets</li> <li>• Monthly reporting completed</li> </ul>

				<p>databases, in accordance with CCWF procedures.</p> <ul style="list-style-type: none"> <li>• Attend monthly meetings.</li> <li>• Provide reports as requested within the required timeframe. Assessing children and young person's needs, developing a case plan and providing case management</li> </ul>	
		Support Worker 60%	Coordination and Support to Clients	<ul style="list-style-type: none"> <li>• Assess client's needs, developing case plan, and providing case management.</li> <li>• Ensure that children and young people and their families are connected with education/training, community, culture, family, and country.</li> <li>• Refer to specialist services such as mental health support and counselling.</li> <li>• Refer and support care givers of children and young people to engage with other services, including those that may assist with long-term, step-down supports after the family leaves the refuge, e.g. Staying Home Leaving Violence (SHLV) program.</li> <li>• Facilitate one-to-one and group sessions with parents and children to provide support to children, discuss their needs and address their concerns.</li> <li>• Provide advocacy for children and parents and to act as a linker between the child and other support services.</li> <li>• Maybe required to undertake other activities as requested by Delivery Leader.</li> </ul>	
		Support Worker 20%	Service Networks and Activities	<ul style="list-style-type: none"> <li>• Work in conjunction with relevant services, to provide personal, emotional, and practical support to help children and young people at risk of becoming homeless due to DFV.</li> <li>• Collaborate with the local service system to ensure wrap around services are available to families.</li> <li>• Work with the client and other agencies to undertake multidisciplinary case planning where multiple providers work together to wrap-around the services needed to address the client's needs.</li> </ul>	

Functional Key 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>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 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:

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Employee Signature:

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Date:

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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 empowers **parents and children**, we offer **financial counselling and capability**, we support **families affected by domestic violence**, we have tailored help for **men and family relationships**, we provide **housing support** and we deliver initiatives to strengthen **Indigenous communities**.

## We are CatholicCare Wilcannia-Forbes

Inspired by our Creator, the CatholicCare Wilcannia-Forbes team is committed to a mission of empowering individuals, families and communities of western NSW, enhancing their social, economic and emotional wellbeing and strengthening their network of support.

## Our Vision

The CatholicCare Wilcannia-Forbes team **shares 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
- The inherent right of all to participate fully in our co-creative mission

PROUDLY PART OF THE CATHOLIC SOCIAL SERVICES NETWORK AND THE DIOCESE OF WILCANNIA-FORBES

THE DIOCESE  
COVERS  
52%  
OF NSW



414,398  
SQUARE  
KILOMETRES



CatholicCare  
Wilcannia-Forbes

### OFFICES

#### Head Office Forbes

136 Lachlan St  
Forbes  
(02) 6850 1788

#### Bathurst

201 Rankin St  
Bathurst  
(02) 6334 2033

#### Bourke

38 Mertin St  
Bourke  
(02) 6872 1551

#### Brewarrina

16-18 Wilson St  
Brewarrina  
(02) 6872 1551

#### Broken Hill

261 Argent St  
Broken Hill  
(08) 8087 3477

#### Cobar

9a Barton St  
Cobar  
(02) 6836 2172

#### Condobolin

42 Bathurst St  
Condobolin  
(02) 6850 1777

#### Dubbo

2C/113 Darling St  
Dubbo  
(02) 6883 4600

#### Lake Cargelligo

21 Foster St  
Lake Cargelligo  
(02) 6898 1629

#### Narromine

12 Dandaloo St  
Narromine  
(02) 6889 4932

#### Nyngan

81 Pangee St  
Nyngan  
0419 688 183

#### Orange

2/121 Byng St  
Orange  
(02) 6360 0587

#### Warren

5 Burton St  
Warren  
0429 403 810

#### Wilcannia

56 Reid St  
Wilcannia  
(08) 8091 5639

#### Parkes

17 Church St  
Parkes  
(02) 6863 5426

SERVING  
THE WHOLE  
COMMUNITY

## Aboriginal Families & Communities

- **Aboriginal Men's Programs:** individual support, group activities and community events with a focus on healthy living and healthy relationships. *Bourke, Broken Hill, Condobolin, Forbes, Narromine, Parkes.*
- **Aboriginal Family Health Services:** educational workshops, individual support, cultural programs and peer groups to support and educate Aboriginal families and communities. *Bourke, Narromine.*
- **Aboriginal Families as Teachers:** playgroups, home visits and other activities to help Aboriginal children aged 0-5 years successfully transition into early childhood education and school. *Bourke, Forbes, Narromine.*

## Families & Relationships

- **Family and Relationship Services:** child development information, anger management courses, Dads in Schools programs, individual support and relationships support to help men and their families maintain positive relationships. *Condobolin, Forbes, Narromine, Parkes.*
- **Regional Family Dispute Resolution:** an impartial service for separated parents to assist with the resolution of parenting disputes and with reaching a post-separation parenting agreement that is in the best interests of the child. *Broken Hill.*
- **Men's Behaviour Change Program:** supports men who cause harm to change their behaviours that stem from deeply-entrenched attitudes that trigger domestic and family violence. Also provides support to female victim-survivors. *Bourke, Condobolin, Forbes, Narromine, Parkes.*
- **Broken Hill Children's Contact Service:** enables children of separated parents to have safe contact with family they do not live with, through facilitated changeover, supervised visits, off-site supervision, supported monitored visits, and unsupervised on-site visits. *Broken Hill.*

## Financial Counselling

- **Financial Counselling:** Financial counsellors negotiate and advocate on behalf of people in financial hardship or at financial risk. Financial capability workers provide financial literacy workshops to individuals and groups in disadvantaged communities. *Multiple locations, inquire with CCWF.*
- **Financial Counselling for People Affected by Problem Gambling:** targeted assistance to support people affected by problem gambling. Also delivers education sessions to create awareness about gambling harm and encourage accessing support. *Multiple locations, inquire with CCWF.*
- **Financial Counselling for People Affected by Disaster:** helps people in declared disaster areas with information, advocacy and connection to holistic support services. *Multiple locations, inquire with CCWF.*

## Homelessness & Domestic Violence

- **Specialist Homelessness Services:** support for people who are homeless or at risk of homelessness, including those experiencing domestic and family violence. *Bourke, Cobar, Condobolin, Cowra, Forbes, Grenfell, Lake Cargelligo.*
- **Staying Home Leaving Violence:** support for women with or without children who wish to stay in their own home or a home they choose while leaving domestic and family violence. *Cowra, Condobolin, Forbes, Grenfell, Parkes.*
- **Reconnect:** individual support, group work and education programs about housing, education and employment for people aged 12-18 years who are homeless or at risk of homelessness. *Bourke, Brewarrina.*
- **SistaCare:** provides peer support and education sessions to women who have experienced domestic and family violence with the aim to build supportive relationships and increase understanding, knowledge and confidence. *Bourke, Condobolin, Forbes, Lake Cargelligo, Narromine, Parkes.*

## Mental Health & Wellbeing

- **Family Mental Health Support Service:** support for children and young people aged up to 18 who are showing early signs of, or at risk of developing a mental illness. *Bathurst, Broken Hill, Forbes, Orange, Parkes, Wilcannia and outreach to nearby towns.*
- **Family and Carer Mental Health Program:** education, support groups, individual support, and advocacy for people caring for someone with a mental illness/mental health challenges. *Multiple locations, inquire with CCWF.*
- **Sustaining Tenancies in Social Housing:** helps people living in social housing who are at risk of tenancy failure to address the issues that are affecting their tenancy. *Forbes, Parkes.*

## Parents & Children

- **FamilyCare:** child development information, peer support groups, playgroups, individual support and home visits for families with children and young people up to the age of 18. *Bourke, Brewarrina, Broken Hill, Cobar, Condobolin, Nyngan, Parkes, Warren.*
- **Communities for Children:** playgroups, child development information, after-school and school holiday activities, and specialised services for families of children with a disability. *Dubbo, Narromine Shire and Wellington.*
- **Targeted Earlier Intervention:** playgroups, child development information, mentoring, peer support, individual support and community activities for families to improve the wellbeing of children. *Bourke, Broken Hill, Forbes, Lake Cargelligo, Narromine, Parkes, Wilcannia.*

**SERVING  
THE WHOLE  
COMMUNITY**