

"People Making Time for People."

APPLICATION PACKAGE

Position: Carer

**Salary: \$52,310.63 - \$55,972.73 pro rata
per annum plus superannuation**

**Status & Location: Full Time or Part Time,
Djooraminda Cottages**

Dear applicant

We thank you for your interest in Centrecare.

This application package contains the relevant Duty Statement and Selection Criteria as well as information about the documentation you should submit for the position you have indicated interest in.

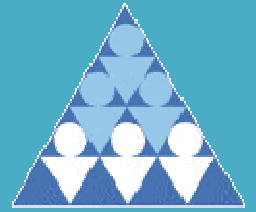
If you would like the opportunity to join our committed team and help deliver the extensive range of services that Centrecare provides to thousands of individuals, couples and families, the following pages will assist you in addressing the Selection Criteria and lodging your application.

If you have the relevant skills, knowledge and experience to address the Selection Criteria, along with a National Police Certificate and a Working With Children Check card (where applicable) we encourage you to submit an application.

Please be advised if sending by e-mail, we only accept applications in the following formats: Word 97-2003 and Adobe PDF.

If you have any questions or comments about the information you have received, please contact our Human Resources Officer on **(08) 9325 6644**. We welcome your call.

We look forward to receiving your application.



CENTRECARE

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Perth

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Perth WA 6000

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Fax +61 8 92213631

enquiries@
centrecare.com.au

Other Locations

Bunbury

Cannington

Esperance

Joondalup

Kalgoorlie

Lockridge

Midland

Gosnells

“People Making Time for People.”



Centrecare

“People Making Time for People.”

WHAT IS INCLUDED IN THIS APPLICATION PACKAGE?

1. DUTY STATEMENT

2. SELECTION CRITERIA

3. PREPARING YOUR APPLICATION

4. DOCUMENTATION TO SUPPLY WITH YOUR APPLICATION

- 4.1. Statement of Claims for Selection Criteria
- 4.2. Provide your Resume (Curriculum Vitae)
- 4.3. Name and contact details of two referees
- 4.4. National Police Certificate/Working with Children Check Card

5. LODGING YOUR APPLICATION



Carer Duty Statement

POSITION TITLE: Cottage Parent
LOCATION: Djooraminda
STATUS: Full Time
REPORTS TO: Executive Manager

1. PRIMARY OBJECTIVE

- 1.1. To provide daily care and support to Aboriginal children living in a Djooraminda Cottage

2. SPECIFIC RESPONSIBILITIES

DAILY CARE

- 2.1. Attend to the daily needs of the children including:
 - Prepare meals
 - Arrange clothing
 - Do laundry
 - Provide transport to school and other activities
 - Take to medical appointments
 - Purchase food and household goods
 - Clean and tidy the cottage
 - Set and supervise chores
 - Teach grooming and hygiene
 - Apply first aid and medications
- 2.2. Assist children with feeding, dressing, showering and mobility if required.
- 2.3. Spend time listening to and talking with children in a supportive manner.
- 2.4. Discipline the children where necessary, without using physical force.

3. ACTIVITIES

- 3.1. Supervise the children's reading and homework and assist them with school projects.
- 3.2. Take the children on outings.
- 3.3. Play games and activities with the children.
- 3.4. Watch the children play sport.
- 3.5. Get the children ready for access visits.

4. SERVICE COORDINATION

- 4.1. Report cottage maintenance and repair needs to the office.
- 4.2. Contact the on call Social Worker after hours to report any emergencies.
- 4.3. Hand over to relief direct care worker at the end of each 10-day shift, providing details on homework, medication, behaviour and other issues.
- 4.4. Liaise with the Social Worker and Education Officer to ensure a team approach to care.
- 4.5. Provide input to case plans and reviews.
- 4.6. Attend Cottage Parents meetings and Djooraminda staff meetings.

5. PROFESSIONAL DEVELOPMENT

- 5.1. During the first two weeks, participate in the orientation program.
- 5.2. Attend team meetings and supervision as per arrangement with the program manager.
- 5.3. Participate in the staff development and training programs offered by the agency.
- 5.4. Read appropriate professional literature, including journals and books.
- 5.5. Attend regular Professional Supervision as arranged by the manager.

6. EXPERIENCE

- 6.1. Parenting experience demonstrating love, discipline, attention, guidance, patience, understanding and respect.
- 6.2. Experience working in a direct care role for a health or community service organisation.

7. KNOWLEDGE

- 7.1. Knowledge of health and hygiene.
- 7.2. Understanding of and empathy with Aboriginal culture.

8. ATTRIBUTES

- 8.1. Commitment to ethical and professional practice.
- 8.2. Ability to work with minimum supervision.
- 8.3. Self-management skills to cope with the demands of 24 hour residential care with children.

9. COMPETENCIES

- 9.1. Ability to be an effective member of a team or to work autonomously.
- 9.2. Creativity.
- 9.3. Communicational Skills – written and verbal.
- 9.4. Decisiveness.
- 9.5. Displays a commitment to provide 'value adding' services.
- 9.6. Displays an ability to stay calm in stressful situations.
- 9.7. Earns others' trust and respect through honesty and professionalism in all interactions.
- 9.8. High attention to detail.
- 9.9. Initiative / Self motivational.
- 9.10. Interpersonal skills.
- 9.11. Organisational Awareness.
- 9.12. Possesses relevant qualification related to position.
- 9.13. Shares knowledge and skills with others to achieve outcomes.
- 9.14. Solution focused approach to problem solving.
- 9.15. Understands and learns from what others say.
- 9.16. Understands legislation, regulations and external standards that apply to relevant work practices.



Carer Selection Criteria

Centrecare/Djooraminda is seeking a suitably qualified staff member to work with Indigenous Direct Care Worker and families, across a number of support programs. The full time position is to be based at the Djooraminda office in Lockridge. Aboriginal people are strongly encouraged to apply.

ESSENTIAL CRITERIA

1. National Police Clearance
An offer of employment will only be made to prospective applicants who are in possession of a current National Police Clearance.
2. A qualification in Social Work or Psychology from a recognised institution, or relevant experience.
3. A knowledge and understanding of Aboriginal and Torres Strait Islander culture, social and historical issues.

MINIMAL CRITERIA

1. Minimum of two years relevant post graduate experience in the area of child welfare, family counselling, family support and case management, or other relevant experience.
2. Well developed communication skills, written and verbal.
3. Demonstrated ability to work with Aboriginal and Torres Strait Islander children and their families.
4. Experience in the provision of Out of Home care or residential programs.
5. Knowledge of the developmental ages and stages of children.
6. Knowledge and experience of family therapeutic supports, counselling and early intervention.
7. Experience working with Direct Care workers in residential or cottage care programs.
8. Ability to apply and manage a caseload approach to working with the Direct Care workers, Department for Community Development caseworker's, the children, families and other Djooraminda staff.
9. Proven organisational and time management skills.
10. Ability to identify and deliver training and resources to Direct Care workers and other staff as required.
11. Possession of a current 'C' (previously 'A') class driver's licence and vehicle.
12. Ability to work within the Catholic Ethos.

ADDITIONAL CRITERIA

1. Demonstrated ability in facilitation and community liaison work.
2. Ability to work within a team.
3. Ability to represent Centrecare/Djooraminda at interagency and government meetings as required.

1. Preparing your application

Your application should be typed, however, if this is not possible ensure that your written application is clear.

Please note the closing date for advertised vacancies as late applications cannot be accepted.

2. Documentation to Supply with Your Application

Please include the following documentation when submitting your application:

Statement of Claims for Selection Criteria

The selection criteria will specify the minimum competencies required for the position.

When preparing your statement please:

- Address and demonstrate that you meet the essential and desirable criteria.
- Treat each criterion separately.
- Provide a brief statement outlining your experience, skills and knowledge to each criterion. Briefly indicate achievements which demonstrate your application of the required skills or knowledge.

Provide your Resume (Curriculum Vitae) including:

- Personal details
- A summary of your work history
- Academic and/or training achievements, including any you are currently undertaking
- Any activities you have undertaken outside of work which are relevant to the application
- Copy of your qualification(s)

Provide Two Referees

- It is suggested you contact your referees as a courtesy prior to nominating them in your application. Indicate means of contact, work addresses and daytime telephone numbers
- Only referees who can comment on your work performance should be included. If possible, one of the referees should be your current supervisor/manager.

National Police Certificate/Working with Children Check Cards

It is a condition of employment for all positions at Centrecare that a valid National Police Certificate (issued within the past 12 months) is sighted prior to any job offer being made. We therefore encourage all applicants to include a copy of their certificate with their application, or bring to interview if they are short-listed. A National Police Certificate can be obtained by applying at your local Post Office.

Additionally, some applicants will be asked to supply a Working with Children Check card dependant on the criteria of the position applied for.

Lodging your application

Applications can be accepted in two ways. Hard copy applications should be fastened in the top left hand corner of the application. *Please do not submit in plastic or cardboard folders.*

Posted or hand delivered applications should be marked "CONFIDENTIAL ADVERTISED VACANCY" and submitted to:

**Human Resources
Centrecare
456 Hay Street
PERTH WA 6000**

Emailed applications will also be accepted in Microsoft Word or PDF format. Email to:

humanresources@centrecare.com.au

Please do not hesitate to contact us on (08) 9325 6644 if you have any questions or comments.

Djooraminda Application for Employment



Centrecare Lockridge
36 Arbon Way
Lockridge WA 6054
Tel: (08) 9378 2522

PO Box 94 Altone Road
Beechboro WA 6063
Fax: (08) 9378 1113



Position applied for: _____

Personal Details:

Surname: _____

Given Names: _____

Address: _____

Telephone: Home () _____ Work () _____

Marital Status: _____ Date of Birth: _____

Aboriginal Non Aboriginal
Please tick as applicable

Employment Details:

Current Position

Position Held: _____

Employer: _____

Duties performed: _____

Previous Employment/Experience

Position Held: Employed:	Employer:	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Qualifications:

Post Secondary Qualifications and/or Training

Institution:	Course Studied:	Level Attained:	Year:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Secondary Schooling

Schools Attended:	Highest Level Reached:	Year:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Relevant Information: *Please use additional page if space insufficient*

Referees: *These should be people who have known you for at least 2 years, and who are not closely related to you*

Name: _____

Position: _____

Address: _____

Contact Numbers: _____

Name: _____

Position: _____

Address: _____

Contact Numbers: _____

Additional Information for Applications as Carers:

We require a National Police Certificate for both Applicant and their partner.

Family Details

Partner of Applicant

Surname: _____

Given Names: _____

Address: _____

Telephone: Home () _____ Work () _____

Date of Birth: _____ Aboriginal Non Aboriginal

Please tick as applicable

Number of Dependant Children: _____

Name of Child:

Age:

Authorisation:

We hereby agree that if considered for employment by Djooraminda, we will give authorisation for the release of any information relating to our suitability for the position to which this application applies.

Date

Signature

Date

Signature

