

*"People Making Time for People."*



**CENTRECARE**

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Bunbury

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Esperance

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Kalgoorlie

Lockridge

Midland

Gosnells

**APPLICATION PACKAGE**  
**Position: Family Support Worker**  
**Salary : \$46,721 - \$50,275 per annum pro**  
**rata plus super and salary packaging**  
**Status & Location: Part Time (2 days per**  
**week), Contract to December 2012,**  
**Mirrabooka**

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 by 5pm 20<sup>th</sup> February 2012.**

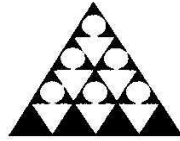
If you have the relevant skills, knowledge and experience to address the Selection Criteria, along with a National Police Certificate and a Working With Children Check card (where applicable) we encourage you to submit an application.

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.

*“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. CLOSING DATE**

### **6. LODGING YOUR APPLICATION**



## **Family Support Worker Duty Statement**

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**POSITION TITLE:** Parent Link Family Support Worker

**LOCATION:** Mirrabooka

**STATUS:** Full/Part Time

**REPORTS TO:** Executive Manager

### **1. OVERALL PURPOSE**

1.1. To support the PLINK Coordinator in the delivery of services

### **2. SPECIFIC RESPONSIBILITIES**

- 2.1. Undertake assessments of the needs of families with children 0-6years.
- 2.2. Arrange suitable volunteer workers for referred families.
- 2.3. Supervise volunteer workers.
- 2.4. Available to work 1 (one) evening per week, when required.
- 2.5. Perform special duties as requested by the Coordinator and/or Manager, e.g. co-facilitate parenting groups, and develop educational parenting packages.

### **3. PROFESSIONAL DEVELOPMENT**

- 3.1. Receive regular supervision and consultation as per agency policy.
- 3.2. Maintain professional reading and knowledge

### **4. ADMINISTRATION**

- 4.1. Maintain client contact notes.
- 4.2. Collect client and other statistics as required by Centrecare and funding body.
- 4.3. Assist with the collation of other statistics as required.
- 4.4. Maintain volunteer personal files.
- 4.5. Attend to administrative matters relevant to the position, including the maintaining of case records, writing summaries of cases and ensuring standards of recording by volunteers is maintained.

## **5. GENERIC RESPONSIBILITIES**

- 5.1. Ensure that conduct is at all times professional in manner and in accordance with agency expectations.
- 5.2. Abide by relevant professional and agency ethics and agency policies.
- 5.3. Contribute to and be part of the organisational culture, where team work, co operation, client service, quality, safety, confidentiality and environment are the focus.
- 5.4. Maintain a sensitivity toward and awareness of cultural diversity and act accordingly.
- 5.5. Comply with Agency Health, Safety and Environmental procedures, such as ensuring the establishment and maintenance of a healthy and safe work environment to protect personnel, clients, facilities, equipment, visitors and the environment.
- 5.6. Attend agency staff meetings, team meetings and other meetings as required.
- 5.7. Participate in professional development both internally and externally.
- 5.8. Ensure the efficient use and maintenance of materials and equipment.
- 5.9. Maintain a high level of skill in Microsoft Office and/or other similar computer packages relevant to the position.
- 5.10. Respond to, action and record any complaints.
- 5.11. Report any problems and make suggestions to their resolution.
- 5.12. Ensure appropriate dress at all times in accordance with the requirements of the Centrecare Dress Code Guidelines.
- 5.13. Maintain all professional accreditations, police clearances, licenses and refresher courses as per program/agency requirements.
- 5.14. Any other duties as directed by your Manager.

## **6. COMPETENCIES**

- 6.1. Ability to be an effective member of a team or to work autonomously.
- 6.2. Creativity.
- 6.3. Communicational Skills – written and verbal.
- 6.4. Decisiveness.
- 6.5. Displays a commitment to provide 'value adding' services.
- 6.6. Displays an ability to stay calm in stressful situations.
- 6.7. Earns others' trust and respect through honesty and professionalism in all interactions.
- 6.8. High attention to detail.
- 6.9. Initiative / Self motivational.
- 6.10. Interpersonal skills.
- 6.11. Organisational Awareness.
- 6.12. Possesses relevant qualification related to position.
- 6.13. Shares knowledge and skills with others to achieve outcomes.
- 6.14. Solution focused approach to problem solving.
- 6.15. Understands and learns from what others say.
- 6.16. Understands legislation, regulations and external standards that apply to relevant work practices.



## **Family Support Worker Selection Criteria**

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### **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.

### **MINIMAL CRITERIA**

1. Recognised tertiary level qualifications and a minimum of two years experience in a related discipline.
2. Knowledge of child development focusing on 0-6 year old age group.
3. Experience working with volunteers to include supervising
4. Experience in conducting client assessments, knowledge of issues impacting on parents and the ability to work with parents.
5. Demonstrated organisational, administrative and computer literacy skills.
6. Excellent interpersonal skills with the ability to communicate with a broad cross section of the community.
7. Able to work flexible hours including some evening work.

### **DESIRABLE CRITERIA (NOT ESSENTIAL)**

1. Knowledge of the Ecological approach to child development
2. Demonstrated ability to develop, deliver and evaluate training.

## **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.

### **Closing Date**

Your complete application must be received by the Human Resources Department prior to the deadline of the advertised closing date.

Late applications cannot be accepted.

**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](mailto:humanresources@centrecare.com.au)

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