

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 about CatholicCare Wilcannia-Forbes Limited

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** Monday, 3 August 2020 to:

Email: **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.

www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check





CatholicCare
Wilcannia-Forbes

Youth Housing Support Worker BOURKE

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 enthusiastic individual to develop relationships with young people aged 12-18 years to assist their living situation and improve their engagement with family, work, education, training and their local community to help break the cycle of homelessness.

This position is full time and has a maximum term contract to 30 June 2021. The role is based in Bourke and presents a wonderful opportunity to contribute to the local community.

An attractive remuneration package is on offer commensurate with qualifications and experience. Only those who specifically address the Selection Criteria will be considered.

For an Information Package and the Selection Criteria, please visit:

Website: www.ccwf.org.au/about-us/employment

Email: careers@ccwf.org.au

Phone: (02) 6850 1788

or visit the Bourke office

Applications close 5.00 pm Monday 3rd August 2020



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



CatholicCare
Wilcannia-Forbes

SELECTION CRITERIA

Youth Housing Support Worker

Please address each of the below Selection Criteria with your application. Your responses will assist with shortlisting applicants.

1. Strong personal values and commitment to working within the ethos of a Catholic organisation.
2. Experience in supporting young people in addressing homelessness through a case management approach.
3. Experience in facilitating and supporting reconciliation between young people and their families.
4. Capacity to facilitate activities and educational programs for young people who are homeless or at risk of homelessness
5. An understanding of the issues affecting Indigenous families and a strong demonstrated connection to the local Bourke/Brewarrina community
6. Good interpersonal skills and an ability to communicate sensitively and effectively with clients (both oral and written) in a culturally appropriate and confidential manner

Position Description



CatholicCare
Wilcannia-Forbes

Position Title:	Youth Housing Support Worker
Position Reports To:	Program Manager - Housing

1 PRIMARY PURPOSE OF ROLE

The primary purpose of the role is focused on developing relationships with young people aged 12-18 years and use early intervention strategies to assist these to stabilise their living situation and improve their engagement with family, work, education, training and their local community to help break the cycle of homelessness.

2 AREAS OF ACCOUNTABILITY

Position Duties	<ul style="list-style-type: none">• Deliver Reconnect services by following Good Practice Principles as documented in Reconnect Guidelines.• Provide mentoring and support to young people of Bourke and Brewarrina who are at risk of homelessness.• Provide individual assessment of the needs, barriers and interests of young people who are at risk of homelessness through individual casework.• In consultation with the young people, decide on early intervention strategies to meet the needs of young people at risk of homelessness.• Support young people at risk of homelessness to build stronger connections and relationships with family and community networks.• Organise activities to engage young people in positive social initiatives that will improve their levels of community engagement.• Provide Group Work with an emphasis on educational and social support• Develop and strengthen local support networks and partnerships to support young people at risk of homelessness.• Liaise closely with accommodation and other support agencies to realise the needs of these young people.• Encourage young people to participate in community activities and forums.• Link young people to other potential sources of support to their development.• Participate as necessary in the ongoing evaluation of programs by maintaining appropriate statistical data and writing reports.
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Administration	<ul style="list-style-type: none"> • Keep appropriate records and ensure privacy and confidentiality is maintained. • 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
General	<ul style="list-style-type: none"> • To represent CatholicCare, its programs and mission when required. • Inspire and advocate the CatholicCare Wilcannia-Forbes mission and values. • Other duties as requested.
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.

3 MEASURABLE OUTCOMES

- All targets met in line with Reconnect Service Plan
- All data entered in line with PIX work instructions
- All reports submitted within organisational timelines
- Branch/ team meetings and supervision attended in line with respective rosters

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"> • Act consistently with CatholicCare values, challenges practices inconsistent with these values, and uses values as a basis for managing relationships and decision making.
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.
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4 KEY COMMUNICATIONS

Internal	<ul style="list-style-type: none"> • Program Manager - Housing • Local Team Members • Corporate Services • Child Protection Team
External	<ul style="list-style-type: none"> • Government and Non-Government agencies • Dept of Family & Community Services (FACS); • Housing NSW & Aboriginal Housing Office • Aboriginal Lands Councils • Local Aboriginal Communities • Schools • CatholicCare clients

5 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 No.		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Residency	<input type="checkbox"/> Australian Citizen <input type="checkbox"/> Permanent Resident	<input type="checkbox"/> Entitled to Work by Visa	
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:	29/06/2020	Review Date:	28/06/2022
Version No:	2.0	Approved By:	Margie Johnson

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

Part 6: Referee's

Employment Referee No. 1	
Name	
Position	
Business/ Agency	
Where 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	
Where 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"> • 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"/> Yes <input type="checkbox"/> No	
My Working With Children Check Number is:		Expiry Date:	

Approved Date:	29/06/2020	Review Date:	28/06/2022
Version No:	2.0	Approved By:	Margie Johnson

OR: I will provide my Working With Children Check number to CatholicCare Wilcannia-Forbes if I am successful in obtaining the position applied for. This is an essential requirement of the role.	<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

Part 8: 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
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 (where applicable)			
Name		Date	
Signature		Relationship to Applicant	

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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