



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
- Information leaflet about CatholicCare Wilcannia-Forbes Limited

If you decide 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

Please visit our website to download a Word version of the Application for Employment Form www.ccwf.org.au/positionsvacant

If you need an Application for Employment Form emailed to you, please email careers@ccwf.org.au

Submit your application before **5.00 pm Wednesday 15th July 2020** to:

Email: **careers@ccwf.org.au** or

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 www.ccwf.org.au/positionsvacant

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 new working with children check number. If you do not possess a Working With Children check number already (obtained after 1 July 2014) please visit the Office of the Children's Guardian website to assist you in obtaining a new Working With Children check number.

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



Men's Hub Coordinator

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:

- Coordinate a range of activities at the Bourke Men's Hub
- Manage safety and maintenance of the site
- Work with men individually and in groups
- Build partnerships that improve outcomes for participants

This position is **part time**, based in Bourke and offers a wonderful opportunity to increase men's participation rates in peer support groups, educational workshops, and family-focused activities.

An attractive remuneration package is on offer commensurate with your qualifications and experience. If you are interested in the position or would like to talk to a CatholicCare staff member, please call Human Resources on **(02) 6850 1788**.

If you would like **full time** work in Bourke, please contact the Human Resources team on (02) 6850 1788 or email careers@ccwf.org.au for an Information Package on both the positions of **Aboriginal Men's Worker/Coordinator**.

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

Website: www.ccwf.org.au/positionsvacant

Email: careers@ccwf.org.au

Phone: (02) 6850 1788

or visit the Bourke office

Applications close: 5.00 pm Wednesday 15th July 2020



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



Men's Hub Coordinator

ESSENTIAL SELECTION CRITERIA

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

1. An understanding of issues affecting Aboriginal families and the ability to engage with the Aboriginal community in Bourke
2. Capacity to collaborate with other organisations and groups and ability to facilitate individual and group activities and programs for Aboriginal men and families
3. Ability to communicate sensitively and effectively with Aboriginal men and their families (both oral and written) in a culturally appropriate and confidential manner
4. Strong person values and a commitment to working within the ethos of a Catholic organisation

Position Title:	Men's Hub Coordinator
Position Reports To:	Executive Leader Community Development

1 PRIMARY PURPOSE OF ROLE

The primary purpose of the role is to coordinate activities at the Bourke Men's Hub and to ensure the facility is maintained and secure. The role ensures that all services, events, and activities conducted are in line with partnership agreements and local consultations. The role works in close partnership with other agencies and builds strong local networks.

2 AREAS OF ACCOUNTABILITY

<p>Position Duties</p>	<p>Coordination & Support</p> <ul style="list-style-type: none"> • In consultation with the men of Bourke develop a calendar of events and activities • Ensure the effectiveness of the Men's Hub by coordinating with services for the delivery of agreed activities and events • Organise and facilitate activities, training, and community events • Seek opportunities to build partnerships for development of Bourke Men's Space. • Actively identify and engage men who would benefit from involvement with Hub activities • Provide clients with support, mentoring and information and make referrals when appropriate <p>Facility</p> <ul style="list-style-type: none"> • Ensure all who access the Bourke Men's Hub adhere to guidelines and procedures • Ensure facility and equipment is secure and well maintained • Report risks and issues and complete quarterly inspections <p>Service Networks</p> <ul style="list-style-type: none"> • Represent CatholicCare at Role of Men Working Group meeting and Men's Hub committee meeting. • Liaise and work collaboratively with Maranguka, Men of Bourke, Aboriginal Health Workers, Aboriginal Land Councils and other Aboriginal organisations. • Liaise with other service providers including, police, Bourke Shire and TAFE.
<p>Administration</p>	<ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> • Keep appropriate records and ensure privacy and confidentiality is maintained.
Representation	<ul style="list-style-type: none"> • To represent CatholicCare, its programs and mission when required.
Career Development	<ul style="list-style-type: none"> • Actively pursue ongoing personal and professional development 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

- Services, events, and activities conducted in line with agreed plan
- Facility is secure and maintained
- Attend and contribute to Role of Men Working Group
- Maintain and update PIX on weekly basis
- Complete internal monthly reporting by due date as required by supervisor.

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"> • Acts 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.



4 KEY COMMUNICATIONS

Internal	<ul style="list-style-type: none">• Executive Leader Community Development• Team Leader Aboriginal Men & Family Workers• Local Team Members• Corporate Services
External	<ul style="list-style-type: none">• CatholicCare clients• Local Community Groups/Organisations• Government and Non-Government agencies

5 SIGN OFF

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

Employee Name:

Employee Signature:

Date:



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