



Wungening Aboriginal Corporation
Healing Aboriginal Peoples:
Mind, Body and Spirit



ebenezer home
SUPPORTED ACCOMMODATION



Congratulations on taking the first step towards working for Wungening Aboriginal Corporation (Wungening). This employment information pack will give you all the information you need to apply for a position with us. A Job Description (includes duty statement and selection criteria) and an Application Form are enclosed. For further information about the Wungening Aboriginal Corporation please contact (08) 9221 1411 or refer to the advertisement for alternative contact details.

OUR RECRUITMENT AND SELECTION PROCESS

Wungening is committed to fair, equitable and transparent recruitment processes.

Key steps in Wungening's recruitment process include:

1. The Selection Panel assesses applications against the selection criteria and invites short listed applicants for interview.
2. Interviews are conducted.
3. Referee checks undertaken.
4. Selection report prepared.
5. All applicants notified.

SUBMITTING YOUR APPLICATION

If you are applying for more than one position you are required to submit **a separate application for each position advertised.**

Your application should include the following:

1. Completed Application form (Attached).
2. Covering letter outlining your interest in the position.
3. Statement addressing all aspects of the selection criteria;
 - a. treat each criterion separately
 - b. explain how you meet the criteria
 - c. use examples to demonstrate your specific skill and knowledge.
4. Your Curriculum Vitae should provide the following information;
 - a. academic and/or professional training (including photocopy(s) of your qualifications
 - b. description of your work experience and skills starting with the most recent
 - c. major accomplishments at work.
5. Referees:

The panel will ask your referees how well they think you meet the requirements of the job. You should always advise your referees of the position and selection criteria required before nominating them in your application;

PROGRESS OF YOUR APPLICATION

Once applications have closed, all applications are sent to the selection panel. The panel will contact you directly if you have been selected for interview.

Please note: The selection process can take some time.

CLEARANCE

Wungening requires all positions (paid and volunteer) to obtain a National Police Certificate, Working with Children Check and Department of Justice criminal history check on, or prior to, commencement.

Late applications will not be accepted under any circumstances.



Wungening Aboriginal Corporation
Healing Aboriginal Peoples:
Mind, Body and Spirit



ebenezer home
SUPPORTED ACCOMMODATION



About the Service

The Wungening Moort program is delivered by a Consortium led by Wungening Aboriginal Corporation, with Coolabaroo Community Services, Ebenezer Home Aboriginal Corporation and Moorditj Koort and provides intensive in-home practical support to Aboriginal families throughout the metropolitan area in addressing safety issues, strengthening family functioning and parenting skills and creating possibilities for significant change within high-risk families in contact with the child protection system.

WE ARE SEEKING APPLICANTS FOR THE FOLLOWING POSITION
Aboriginal people are strongly encouraged to apply

MANAGER WUNGENING MOORT

Annual Salary Packaging Equivalent to \$134,835.00

Includes superannuation, motor vehicle, telephone allowance and salary packaging benefits

Hours will be 8.30am to 5pm 5 days per week 37.5 hours

Reporting to the General Manager, this position is responsible for the management and oversight of *Wungening Moort*, an Aboriginal In-home Support Service delivered through a Consortium of four Aboriginal Community Controlled Organisations.

You will be accountable for the overall performance, reputation and development of the program, as well as the workforce development and management of the team. You will also monitor and manage program implementation, service delivery and outcomes management and reporting.

Applicants are requested to provide a cover letter, addressing the selection criteria as well as a copy your resume including current referees. All applicants must complete an **application form**.

For a **complete Information pack** please visit our website www.wungening.com.au.
All applications must be submitted through www.seek.com.au. Closing date for all applications is 31st January 2019. *To discuss your application please contact Catherine Wilson email cwilson@wungening.com.au or phone 92211 411*

Wungening Aboriginal Corporation reserves the right to appoint this position prior to the application closing date or by invitation



| | | | |
|------------------------------|-----------------------------|----------------------------|---|
| Position Title: | Manager Wungening Moort | Effective Date: | January 2018 |
| Team: | Wungening Moort | Reports to: | General Manager |
| Hours: | Full time (37.5 hrs p/week) | Line Management to: | Team Leaders (North/South) Program Convenors |
| Award Classification: | NA | Work location: | East Perth |

Our Vision, Purpose and Values; Why Wungening Aboriginal Corporation exists

Our Vision

A healthy, safe, strong and sustainable Aboriginal community.

Our Purpose

WUNGENING (Healing) NALUNGH (Our) KUNGYAH (Spirit)

Our Purpose is to provide culturally secure and holistic programs and strategies that inform, educate and address the harmful effects of alcohol, drugs and other substances on individuals, families and communities and strengthen the mind and body and heal the spirit.

Our Values

| | | | | | |
|---------------|----------------------|-----------------|------------|-------------|-------------|
| Professional | Confidential | Non-Judgemental | Responsive | Trustworthy | Innovative |
| Compassionate | Culturally Sensitive | Integrity | Honest | Open | Transparent |

This position

Reporting to the General Manager, this position is responsible for the management and oversight of *Wungening Moort*, an Aboriginal In-home Support Service. This service will be delivered through a Consortium of four Aboriginal Community Controlled Organisations, comprising Ebenezer Home, Moorditj Koort, Coolabaroo Community Services, and led by the Wungening Aboriginal Corporation (referred to here-after as Wungening).

You will be accountable for the overall performance, reputation and development of the program, as well as the workforce development and management of the team. You will contribute to further development of the service and implement the *Wungening Moort* service model and evidence based therapeutic framework. You will also monitor and manage program implementation, service delivery and outcomes management and reporting.

Key Responsibilities

Administration and Reporting:

- Adherence with Wungening’s policy and operational requirements.
- Responsibility for data integrity and meeting reporting requirements.
- Contribute to organisational planning for development and continuous improvement of the service as well as strategic and operational planning.
- Establishment and monitoring of risk management plans.
- Work on submissions for funding bodies as required and requested.



Operational and Service Management:

- Oversight and management of service and programmatic quality and evaluation to support program and client outcomes.
- Development of service and system improvements and identification of opportunities for innovation.
- Work with Consortium Partners and AISS staff to embed evidence based activities and best practice principles across all domains of service provision.
- Integrity of systems, processes and procedures across all operational areas of service.
- Responsibility for upholding high standards relating to service delivery alignment with contractual requirements, therapeutic framework, service delivery model, and evidence based practice.
- Ensure documentation audits are undertaken by Team Leaders on a quarterly basis (sample of 25%) inclusive of case notes, screenings, assessments, support plans and evaluation tools.
- Responsible for the review and modification of program structures and procedures to maintain high quality service delivery and a commitment to continuous improvement.
- Responsible for Liaison with funding bodies/contract managers as required and/or as requested by the General Manager.
- Read appropriate professional literature, including journals and books so that knowledge of evidence base and community resources is contemporary.
- Keeping abreast of changing requirements, current professional approaches and best practice models, and changing community needs.

Staff management:

- Overall responsibility for team and ensure strong leadership and participation in management meetings, team meetings and staff meetings as required.
- Ensure supervision processes and schedules for team are implemented.
- Oversee staff training activities to align with program objectives and achievement of quality service delivery.
- Management and oversight of program meetings as required.
- Address staff concerns in a timely manner and facilitate grievance and mediation processes if and as required.
- Contribute to and be part of the organisational culture, where team work, co-operation, client service, quality, safety, confidentiality, creativity and a positive work environment are the focus.
- Lead through example a positive and proactive team culture so that staff are inspired and supported in the delivery of services and achievement of client outcomes.

Stakeholder Management:

- Work with the General Manager to ensure the Consortium Governance Committee is kept informed of program performance and participate in Advisory Groups as required/directed.
- Attendance at forums, meetings, working groups and other stakeholder events related to the role.
- Lead integrated service responses by ensuring staff, clients and external agencies work in a collaborative manner in order to meet the needs of the community and contractual requirements.
- Lead staff and the service to maintain and achieve high standards of engagement and information management.
- Lead, develop, and maintain respectful, supportive, collaborative and responsive relationships with both internal and external stakeholders.

Occupational Safety and Health - Safety and quality systems:

Staff have a 'duty of care' responsibility for safety and health at the workplace. Under Section 20 of the *Occupational Safety and Health Act 1984*, your 'duty of care' means that you must:

- work safely to ensure your own safety and health;
- make sure your actions do not cause injury or harm to others;
- follow instructions on safety and health and abide by Police and procedure and ask for assistance if you do not understand the information;
- report any hazards, injuries or ill health to your line supervisor; and
- Cooperate when you are required to do something for safety and health at the workplace.
- Staff are required to participate in Wungening quality improvement process and comply all policy and procedure.

Other:

- Other duties as requested by the General Manager.
- Demonstrate a commitment to your own continued Professional Development.
- Efficient use and maintenance of Agency materials and equipment.
- Respond to, action and record any complaints and report any problems and suggestions for improvement.
- Uphold appropriate dress standards in accordance with the requirements of the Uniform Policy.

Selection Criteria

Essential:

- Relevant clinical and management experience and a tertiary qualification in Social Work or Psychology (or equivalent relevant qualification) OR an equivalent level of relevant experience.
- Demonstrated ability to work with Aboriginal and Torres Strait Islander people and communities.
- Demonstrated ability, with significant experience in the management and leadership of teams.
- Outcomes focussed with proved track record in achieving results.
- Excellent and demonstrated interpersonal and communication skills, including the ability to manage conflict.
- Ability to manage teams, work under pressure, meet deadlines and act decisively.

Desirable:

- Understanding of relevant legislation, regulations and external standards that apply to relevant work practices.
- Program development and evaluation.
- Aboriginality

Required Clearances:

- Working with Children Card prior to commencement
- Drivers Licence
- Police Clearance



Certification:

As occupant of this position I have noted the responsibilities and other requirements detailed in the document.

NAME: _____

SIGNATURE: _____

DATE: _____

| NAME | DATE APPOINTED | SIGNATURE | DATE | DATE REVIEWED |
|------|----------------|-----------|------|---------------|
| | | | | |
| | | | | |
| | | | | |



| | | |
|------------------------------|---|---|
| VACANCY DETAILS | Position Title | |
| | Position Location | |
| PERSONAL DETAILS | <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr | Surname (Family Name) |
| | Other Names | Preferred Name |
| | Phone Home: Mobile: | Permanent Residency is a pre-requisite for permanent appointment. Are you an Australian Citizen or Permanent Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you identify as a person of Aboriginal and Torres Strait Islander descent? Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both |
| SUPPLEMENTARY DETAILS | HEALTH / DISABILITIES | |
| | A disability, injury or medical condition is NOT a barrier to employment. However to assist us in assessing opportunities for your placement in appropriate employment, please indicate whether you have a disability, injury, or medical condition likely to affect your work performance or impact on your ability to undertake the duties of the position you have applied for. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details: | |
| | WORKERS' COMPENSATION CLAIM | |
| | A previous Worker's Compensation Claim is NOT a barrier to employment. To assist us in assessing opportunities for your placement in appropriate employment, have you ever made a Workers' Compensation Claim? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details and specify whether you have any current claims: | |
| SUPPLEMENTARY DETAILS | CRIMINAL CONVICTIONS | |
| | A criminal record does not necessarily mean that you will not be employed or offered work as a volunteer or student on placement. Neither does it imply that a staff member will be hindered in their professional advancement within Wungening Aboriginal Corporation. Do you have any current conviction/s from any Court or any charge pending charges before any Court? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details. | |
| | *You do not need to give details of any conviction which you have had declared spent (Western Australian Spent Convictions Act 1988). | |
| DECLARATION | I declare that all the above statements and attached supporting information is true and I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal. Signature: _____ Date: _____ | |