

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.

ReSet Re-entry and Reintegration Program

About the Service

The ReSet Program is a re-entry, reintegration and family and parenting support program delivered by a Consortium led by Wungening Aboriginal Corporation, with Wirrpanda Foundation, Centrecare Incorporated and St Bartholomew's House.

This is a metropolitan wide partnership that delivers an integrated suite of tailored, culturally competent and evidenced based reintegration services to offenders and their families. This exciting partnership offers a range of significant benefits including:

- A holistic approach to service delivery supporting offenders transitioning into the community.
- An integrated and coordinated network of quality reintegration services based at either East Perth (the North Hub) or Cannington (the South Hub); and with access to "hot desk" locations across the metropolitan area.
- An opportunity to be a part of developing best practice evidence based adult justice services that are outcome focused.

The Reset Program is based on the delivery of through-care - supporting offenders to prepare for release into the community and to deal with barriers from a range of social, health, economic and personal challenges post release. The through-care model builds on an offender's access to treatment and support whilst in prison and in the transition period from pre-release, to being back in the community. The aim of this service is to:

- Provide intensive re-entry and housing support services for offenders exiting custodial settings;
- Provide support services to families to increase offenders' positive community reintegration outcomes;
- Reduce rates of reoffending and specifically do our part in addressing the over-representation of Aboriginal people in the WA criminal justice system; and
- Increase public safety.

We are seeking applicants for the following position

Case Worker (Level 4) Full-Time

Aboriginal and Torres Strait Islander people are encouraged to apply.

Hours worked across Monday to Friday (and with a rostered Saturday)

Applicants are requested to provide a cover letter, addressing the selection criteria as well as a copy of your resume including current referees. All applicants must complete an **application form** which is available on the Wungening website. This selection process will initially be used to fill the above vacancy. Applicants assessed as suitable during this selection process may be considered for other similar vacancies that occur for up to 12 months following this initial appointment. This includes circumstances where this position becomes subsequently vacant should the successful applicant decline or vacate the advertised position.

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 Friday 4th January 2019.

If you would like to discuss an application please contact 08 92211411 or email humanresources@wungening.com.au.

We reserve the right to close application prior to this date.

Position Title:	ReSet Case Worker	Effective Date:	January 2018
Team:	ReSet – Adult Justice	Reports to:	Team Coordinator (North or South Hub)
Hours:	Full time (37.5 hrs p/week) Some out of office and weekend hours required on a roster basis	Line Management to:	N/A
Award Classification:	Level 4	Location:	North (East Perth) or South (Cannington) Hub
Review date:	January 2020		

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 Hub Team Coordinator, this position will work within the ReSet Service, an Adult Justice reintegration service that incorporates a prison-based Family Support Service, a Re-Entry and Accommodation Service, and an Employment and Training Service. This service will be delivered through a Consortium of four Agencies, comprising Centrecare, Wirrpanda Foundation, St. Bartholomew’s House, and led by the Wungening Aboriginal Corporation (referred to here-after as Wungening).

Employed by Wungening, or one of the Partnering Agencies, and working collaboratively within the Consortium, you will be responsible for the provision of holistic and streamlined throughcare support for offenders to become contributing participants in their families, cultures and communities. The ReSet model provides true continuity of care from prison into the community and is offender centric, built around a range of evidence-based approaches that deliver outcomes in offender rehabilitation and reintegration. You will also work closely with the Senior Case Worker and other team members as required to ensure your approach is aligned with the Department of Justice’s Individualised and Integrated Offender Management (IIOM).

Key Responsibilities

Administrative and Reporting:

- Adhere to Wungening’s policy and operational requirements.
- Maintain and provide regular data relating to client activity as required for reporting purposes.
- Attend team meetings, staff meetings, staff training, and supervision and program meetings as required.
- Actively contribute to plans for development and improvement.
- Maintain a high level of skill in Microsoft Office and/or other similar computer packages relevant to the position.

Reintegration Support:

- ☐ Provide individualised and targeted/tailored throughcare support to meet client needs in order to achieve successful transitioning from prison to the community.
- ☐ Provide culturally appropriate, respectful, sensitive and secure pre and post release support and build relationships and connection with Aboriginal peoples referred to the service.
- ☐ Assist offenders to address criminogenic needs, increase personal functioning, and to make positive changes to lessen the risk of reoffending.
- ☐ Support individuals through specialist referral and linkages when in crisis and assist them to engage with and fully participate in support programs that will assist them to achieve positive outcomes.
- ☐ Identify and implement appropriate counselling techniques and behavioural modification strategies to work effectively with offenders to facilitate their reintegration.
- ☐ Work to implement any skills development and education programs made available to individuals, families, and children.
- ☐ Be responsible for caseload, participation in direct client activities, and other allocated client related tasks.
- ☐ Ensure all required documentation, inclusive of case notes, screenings, assessments, support plans, etc. are maintained.
- ☐ Actively support every client to engage with and fully participate and achieve positive outcomes.

Stakeholder Management:

- ☐ Attend forums, meetings, working groups, etc. related to the role.
- ☐ Liaise with staff, clients and external agencies to provide integrated service responses.
- ☐ Liaise with staff and clients to maintain high standards of information management.
- ☐ 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.
- ☐ Participate in Wungening quality improvement process.

Other:

- ☐ Other duties as requested by Team Coordinator.
- ☐ Demonstrate a commitment to your own Continued Professional Development.
- ☐ Efficient use and maintenance of Agency materials and equipment.
- ☐ Adhere to organisational policies and procedures.

Selection Criteria

Essential:

1. Clinical and counselling experience in an adult justice reintegration support setting, and a qualification in a relevant area at Diploma level or higher.
2. Demonstrated ability to work with Aboriginal and Torres Strait Islander peoples and communities.



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



211 Royal St East Perth WA 6004
 PO BOX 8105 PBC WA 6849
 ph: 9221 1411 fax: 9221 1585

www.wungening.com.au info@wungening.com.au

3. Understanding and knowledge of working with Aboriginal and Torres Straits Islander families and children in contact with the justice system, or a related field.
4. Demonstrated ability to be part of a team in order to deliver a quality service and achieve client outcomes.
5. Demonstrated interpersonal and communication skills.

Desirable:

1. Ability to attend meetings or make presentations on behalf of the agency.
2. Ability to work under pressure, meet deadlines and act decisively.
3. Aboriginality.

Required Clearances:

1. Working with Children Card prior to commencement
2. Drivers Licence
3. Police Clearance
4. NCHRC 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



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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:	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
	Mobile:	
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:	
	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: _____	