

Congratulations on taking the first step towards working for Wungening Aboriginal Corporation (Wungening), we can guarantee it's a decision you won't regret. 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.

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.

CLEARANCES

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.

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.

Late applications will not be accepted under any circumstances

For further information about the Wungening Aboriginal Corporation please contact (08) 9221 1411 or refer to the advertisement for alternative contact details.

About the Service

Wungening Moort Consortium comprises four Aboriginal Community Controlled Organisations (ACCOs) – **Wungening Aboriginal Corporation (Lead Agency), Coolabaroo Community Services, Ebenezer Home Aboriginal Corporation and Moorditj Koort**, and is a first of its kind In-home Support Service. The service will provide intensive in-home practical support to Aboriginal families throughout the metropolitan area to address safety issues, strengthen family functioning and parenting skills and create possibilities for significant change within high-risk families in contact with the child protection system.

WE ARE SEEKING APPLICANTS FOR THE FOLLOWING POSITIONS

Aboriginal people are strongly encouraged to apply

FAMILY SUPPORT WORKER (Level 2.3)

About the role:

As a Family Support Worker you will provide a culturally appropriate in depth family support outreach service to assist Aboriginal families with children aged 0-17 in contact with the child protection system within the Perth metropolitan area. You will work within a small team to engage and assist parents/caregivers to build their capacity to provide ongoing support and protection for their vulnerable and at risk children in a home setting. The service will encompass strengths based therapeutic approaches to resolve personal and family issues and build resilience and capacity to respond to crisis, create a safe, protective environment and improve connectedness to the community and to available resources.

Essential:

1. Experience working in family support, including parenting skill development, and a qualification in a relevant area at Certificate IV or higher.
2. Demonstrated ability to work with Aboriginal and Torres Strait Islander people and community.
3. Understanding and knowledge of working with Aboriginal and Torres Straits Islander families and children in contact with the child protections 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:

6. Aboriginality
7. Ability to work under pressure, meet deadlines and act decisively.

Required Clearances:

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

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 the **application package** available on the Wungening website. Applicants assessed as suitable during this selection process may be considered for other similar vacancies that occur for up to 12 months. This includes circumstances where a position becomes subsequently vacant should a 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 29th March 2019. *If you would like to discuss an application please contact 08 9221 1411 or email humanresources@wungening.com.au. We reserve the right to close application prior to this date.*

Position Title:	Family Support Worker	Effective Date:	January 2018
Team:	Wungening Moort	Reports to:	Wungening Moort Coordinator
Hours:	Full time (37.5 hrs p/week)	Line Management to:	N/A
Award Classification:		Work location:	Perth Metro
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 Team Coordinator Wungening Moort, this position will work within the Wungening Moort Aboriginal In-Home Support Service (AISS). 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).

As a Family Support Worker you will provide a culturally appropriate in depth family support outreach service to assist Aboriginal families with children aged 0-17 in contact with the child protection system within the Perth metropolitan area. You will work within a small team to engage and assist parents/caregivers to build their capacity to provide ongoing support and protection for their vulnerable and at risk children in a home setting. The service will encompass strengths based therapeutic approaches to resolve personal and family issues and build resilience and capacity to respond to crisis, create a safe, protective environment and improve connectedness to the community and to available resources.

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, supervision and program meetings as required.
- Contribute positively to strategic and operational planning process.
- Maintain a high level of skill in Microsoft Office and/or other similar computer packages relevant to the position.

Therapeutic:

- Provide culturally appropriate, respectful, sensitive and secure service delivery as the basis of the Wungening Moort AISS to build relationships and connection with Aboriginal families referred to the service.
- Actively support every client to engage with and fully participate in a therapeutic program and achieve positive outcomes.
- Strengths based needs assessment and provision of parenting skill development to all family members/carers as stipulated in the Wungening Moort service model.
- Work to implement any skills development and education programs made available to families, children and young people.
- 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.

Stakeholder Relationships:

- Maintain a partnership approach to work effectively with Aboriginal families, children and young people.
- Where required 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.
- Staff are required to participate in Wungening quality improvement process and comply all policy and procedure.

Other:

- Other duties as requested by Team Leader Wungening Moort
- You will demonstrate a commitment to your own Continued Professional Development.
- Efficient use and maintenance of Agency materials and equipment.
- Uphold appropriate dress standards in accordance with the requirements of the Uniform Policy.

Selection Criteria

Essential:

1. Experience working in family support, including parenting skill development, and a qualification in a relevant area at Certificate IV or higher.
2. Demonstrated ability to work with Aboriginal and Torres Strait Islander people and community.
3. Understanding and knowledge of working with Aboriginal and Torres Straits Islander families and children in contact with the child protections 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. Aboriginality
2. Ability to work under pressure, meet deadlines and act decisively.

Required Clearances:

1. Working with Children Card prior to commencement
2. Drivers Licence
3. 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: _____	