

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 (Wungening) – 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 EXPRESSIONS OF INTEREST FOR THE FOLLOWING POSITIONS

Aboriginal people are strongly encouraged to apply

SENIOR FAMILY SUPPORT WORKERS (Level 6.1)

Full-Time

Annual Salary \$71,687.68

Plus superannuation and salary packaging benefits

Hours will be 8.30am to 5pm 5 days per week 37.5 hours, some weekend work required.

Reporting to the Team Leader you will work in tandem with the Aboriginal Family Support Worker to provide culturally appropriate counselling services and crisis support to resolve issues and assist Aboriginal families with children aged 0-17 in contact with the child protection system within the Perth metropolitan area. You will provide practical in-home supports, assist parents/caregivers to resolve personal and family issues and build resilience and capacity to respond to crisis and assist with creating a safe, protective environment.

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**. 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 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:	Senior 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 Leader 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).

You will work in tandem with the Aboriginal Family Support Worker to provide culturally appropriate counselling services and crisis support to resolve issues and assist Aboriginal families with children aged 0-17 in contact with the child protection system within the Perth metropolitan area. The therapeutic and counselling supports you will provide, alongside practical in-home supports, will assist parents/caregivers 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 additional supports as required, including referral to specialist psycho-therapeutic services.

Key Responsibilities

Administration and Reporting:

- Adherence with 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:

- Actively support every client to engage with and fully participate in a therapeutic program to achieve improved life outcomes.
- Provide culturally appropriate, respectful, sensitive and secure outreach counselling and build relationships and connection with Aboriginal families referred to the service.
- Respond appropriately to children, adults and families when in crisis and support them to engage with and fully participate in a therapeutic program to achieve positive outcomes.
- Identify and implement appropriate counselling techniques and behavioural modification strategies to work effectively with children and adults to facilitate their own personal development.
- 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 Management:

- 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. Clinical and counselling experience in a child protection/family 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 people and communities.
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. Attend meetings or make presentations on behalf of the agency.
2. Ability to work under pressure, meet deadlines and act decisively.

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: _____

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: _____	