

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

[www.wungening.com.au](http://www.wungening.com.au) [info@wungening.com.au](mailto:info@wungening.com.au)

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.

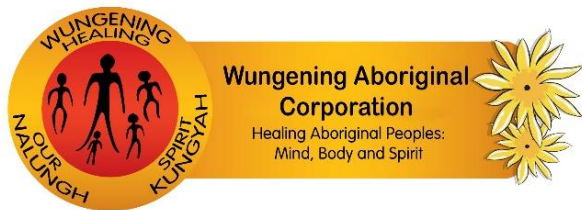
### **PROGRESS OF YOUR APPLICATION**

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.



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With a Vision for “a healthy, safe, strong and sustainable Aboriginal community”, Wungening Aboriginal Corporation (Wungening) is a progressive, innovative and sector leading Aboriginal Community Controlled Organisation. At Wungening we pride ourselves on providing a range of culturally secure, confidential and free of charge services for Aboriginal people who live in the Perth metropolitan area.

Our purpose is to be the centre of excellence in delivering culturally secure and holistic services that improve the health and wellbeing of individuals and families in the Aboriginal community by strengthening and healing the mind, body and spirit. These services include Alcohol and Other Drug (AOD) therapeutic supports, youth justice programs, as well as a short term supported accommodation Refuge for women and children escaping family and domestic violence.

### **Child Development Officer (Part-time)**

**Level 5**

**Annual Salary \$65,574.24**

*The above positions may attract any applicable shift loading and salary packaging options.*

Reporting to the Team Coordinator of the Child Development Program, this position works with children, young people and their families residing at Wungening’s Refuge which provides crisis accommodation for predominantly Aboriginal women and their children escaping family and domestic violence. You will be committed to providing an outstanding child-centred, family focused, and therapeutic service to children, young people and their families that includes education assistance, trauma informed early childhood development activities; age and developmentally appropriate play-based, interactive educational learning activities and games; school liaison and advocacy about the child’s needs and the impact of their circumstances on their ability to engage with education; support to attend school; homework help and afterschool programs; support for mothers to understand and engage with their child’s development and education; and links to other resources and programs. You will also develop and implement social/recreational and cultural activities with a focus on cultural connection and belonging.

As a public benevolent institution (PBI) we are able to offer you up to \$15,900.00 cash value per FBT year (\$30,000 gross) as a tax free component of your salary. This significantly increases your expendable income- ask us what it can be used to pay; you may be pleasantly surprised!

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**.

For a **complete information pack** please visit our website [www.wungening.com.au](http://www.wungening.com.au).

All applications must be submitted through [www.seek.com.au](http://www.seek.com.au).

Closing date for all applications is 22<sup>nd</sup> March 2019.

To discuss your application please contact Human Resources on 92211-411 or by email

[humanresources@wungening.com.au](mailto:humanresources@wungening.com.au)

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



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<b>Position Title:</b>	Child Development Officer	<b>Effective Date:</b>	January 2018
<b>Team:</b>	Wooree Miya Refuge – Child Development Program	<b>Reports to:</b>	Team Coordinator – Child Development Program
<b>Hours:</b>	Full time (37.5 hrs p/week) To be worked weekdays and occasional evenings and weekends	<b>Award Classification</b>	ACCO Level 5.1
<b>Review Date:</b>	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 of the Child Development Program, this position works with children, young people and their families residing at Wungening's Refuge which provides crisis accommodation for predominantly Aboriginal women and their children escaping family and domestic violence. You will be committed to providing an outstanding child-centred, family focused, and therapeutic service to children, young people and their families that includes education assistance, trauma informed early childhood development activities; age and developmentally appropriate play-based, interactive educational learning activities and games; school liaison and advocacy about the child's needs and the impact of their circumstances on their ability to engage with education; support to attend school; homework help and afterschool programs; support for mothers to understand and engage with their child's development and education; and links to other resources and programs. You will also develop and implement social/recreational and cultural activities with a focus on cultural connection and belonging.

Wungening's Refuge delivers supported accommodation based on a case management approach within a holistic service model. Your values will align with those of Wungening and you will have excellent interpersonal and communication skills with a demonstrated track record working with Aboriginal children, families and communities.

**Key Responsibilities**

**Administrative and Reporting:**

- You will adhere to Wungening's policy and operational requirements.
- You will maintain and provide regular data relating to client activity as required for reporting purposes.
- You will attend team meetings, staff meetings, staff training, supervision and program meetings as required.
- Contribute positively to strategic and operational planning process.
- You will actively contribute to plans for development and improvement.



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#### **Therapeutic:**

- Actively support every client to engage with and fully participate in a therapeutic program and achieve positive outcomes.
- Support and develop parental participation and involve parents in children's learning.
- Use positive reinforcement and encouragement to develop children's communication skills, promote sharing, build self-esteem, and foster children's ability to express themselves.
- Assist the Child Therapist in the supervision and implementation of developmental instructional activities by redirecting children whose behaviors might be impacting an activity.
- Ensure positive communication with parents and accommodate a parent's request for daily routine.
- Encourage parental participation in child development and educational activities.
- Have an actively anti-bias approach which is reflected in interactions with children, families.
- Advocate for Children and families and be available as a resource person to families.

#### **Stakeholder Management:**

- You will work within the Child Development Team and develop close relationships and transparent working processes with the other Child Development Officer, the Team Coordinator and Child/Family Therapist.
- As a member of the Child Development Team, you will establish excellent working relations with the Refuge Manager, the other Refuge Coordinator and Refuge Workers to maintain integrity of the Refuge's holistic service model.
- Where required you will attend forums, meetings, working groups, etc. related to the role.
- You will liaise with staff, clients and external agencies to provide integrated service responses.
- You will 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:

- Ensure a clean and healthy environment for all children (this requires you to carry out day-to-day cleaning as part of your duties).
- Assume an equal share of housekeeping duties and ensure equipment is respected and maintained to an optimal level of safety.
- 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 Coordinator and Manager Family Support.
- You will demonstrate a commitment to your own Continued Professional Development.
- Uphold appropriate dress standards in accordance with the requirements of the Uniform Policy.

#### **Selection Criteria**

#### **Essential:**



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1. Demonstrated ability to work with Aboriginal and Torres Strait Islander people.
2. Experience working with diverse groups and communities; knowledge of, and skills to work within, diverse Aboriginal cultures, protocols and terms of reference.
3. Minimum Level 3 Childcare & Education (or equivalent).
4. Ability to be a role model of appropriate behaviour
5. Ability to build trust and positive relationships with children, young people and families in the program
6. Experience planning and evaluating children's learning and development.
7. Ability to work cooperatively as a member of the team, facilitating a team environment through personal behaviour, work contributions and the sharing of expertise and knowledge.
8. Demonstrated computer skills including MS Office applications and ability to use information technology.
9. Demonstrated high level of problem solving skills, including confidence in reacting to unexpected operational issues through to resolution.
10. Ability to work some flexible hours to meet business demands.
11. Understanding of family and domestic violence, homelessness and alcohol and other drug issues and skills to provide intervention and crisis management for women and children affected by these issues
12. Demonstrated skills and experience working with children and/or families in crisis.

**Desirable:**

1. Aboriginality

**Required Clearances:**

1. Working with Children Card prior to commencement
2. Drivers Licence
3. Police Clearance
4. Senior First Aid Certificate

**Certification:**

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

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



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<b>VACANCY DETAILS</b>	<b>Position Title</b>	
	<b>Position Location</b>	
<b>PERSONAL DETAILS</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr	<b>Surname (Family Name)</b>
	<b>Other Names</b>	<b>Preferred Name</b>
	<b>Phone Home:</b>  <b>Mobile:</b>	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
<b>SUPPLEMENTARY DETAILS</b>	<b>HEALTH / DISABILITIES</b>	
	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:	
	<b>WORKERS' COMPENSATION CLAIM</b>	
	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:	
<b>SUPPLEMENTARY DETAILS</b>	<b>CRIMINAL CONVICTIONS</b>	
	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.  <hr/> <hr/>	
	*You do not need to give details of any conviction which you have had declared spent (Western Australian Spent Convictions Act 1988).	
<b>DECLARATION</b>	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: _____	