



EMPLOYMENT OPPORTUNITIES

Thank you for considering applying for a position at the Child and Adolescent Health Service (CAHS). CAHS consists of several health services including:

- Princess Margaret Hospital for Children (PMH)
- Child and Adolescent Community Health (CACH)
- Child and Adolescent Mental Health Services (CAMHS)
- CAHS Corporate Services

PMH is a 220-bed internationally recognised paediatric facility. It is WA's only specialist children's hospital, caring for approximately 21,000 inpatients and providing approximately 287,000 occasions of service to outpatients annually. These children are from all over the state and have a range of illnesses and injuries, from minor complaints to life-threatening illnesses.

A new children's hospital is currently being built to accommodate our growing state and will replace PMH. It is due for completion in 2015 and will offer tertiary level paediatric health services and key secondary health services including patient and outpatient care and ambulatory care services. The new children's hospital will offer more beds for patients and have the capacity for new technology.

CACH provides a comprehensive range of health promotion, education and early intervention community based services to support children and families. These services are provided in a range of settings, including child health centres, schools, child development centres, and client's homes. Services provided include family health care (including screening, immunisation and care management of infants and school aged children), health care to those who may have unique needs (e.g. Aboriginal people and those with severe disability or disease), nursing and therapy services, palliative care, multicultural services, child development services, allied health and paediatricians.

CAMHS provides specialist mental health services to infants, children and youth (ages 0 – 18 years; up to 24 years with specific populations) with severe, complex and persistent mental disorders. CAMHS staff work with families and carers in teams comprising allied health, medical and nursing staff and also work with the referrer and a range of youth and family focused agencies. CAMHS services are provided from various locations across the Perth metropolitan area.

CAHS has centralised corporate services which provide support and expert advice to all health services within CAHS. This includes Learning and Development, Human Resources, Occupational Health and Safety, Infection Control, Medical Services, Business and Finance, and Safety, Quality and Performance.

The CAHS aims to create a work environment that provides flexibility for employees, enabling them to achieve a better balance between work, family and other life commitments. A wide variety of family friendly entitlements and flexible work practices is available and includes:

- > part-time employment/job share
- > flexible working hours
- > deferred salary scheme
- > various types of leave e.g. parental leave, personal/family/carer's leave, purchased leave.



CAHS employees are also offered the opportunity to participate in flexible remuneration (salary) packaging. Salary packaging is a Tax Office approved means of maximising take-home salary through restructuring income to receive salary as a combination of approved benefit items that are paid from an employee's pre-tax salary and cash. Financial advice should be sought as individual circumstances may vary.

Further information about the CAHS can be found on our website.
www.cahs.health.wa.gov.au/

Child Protection at CAHS

It is important you are aware that the CAHS is committed to the care and protection of children and young people. This commitment is reflected in all elements of our work, including our recruitment and selection processes. Rigorous referee checking and criminal record screening are undertaken as a pre-requisite to every appointment to assist in ensuring potential employees are of good character and suitable for employment at the CAHS. The checks will include approaches to previous employers to confirm/check information in regard to your claims against the selection criteria and request for comment about your merit, diligence and conduct. All checks undertaken will be carried out confidentially and information gained will be used solely in connection with the assessment of your suitability for the position and for employment with CAHS. If you proceed with your application for this position you are indicating your acceptance/consent to these checks.

A Smoke-Free Workplace

We are proud to advise that we have a non-smoking policy and strategy as part of our commitment to the health and wellbeing of our staff and the community we serve. Our environment is totally smoke-free and smoking is not permitted in any CAHS building, vehicle, car park or grounds.

Further Information about the Position

The Job Description Form for the advertised position is enclosed. Should you require further information, please refer to the job advertisement for relevant contact officer details.

Your Application

Health Corporate Network (HCN) manages the job application process for all of the Department of Health, including the CAHS. To assist you in preparing your application, a HCN document titled 'How to Apply' is enclosed. This includes information on how to apply for a vacancy, how to lodge an application and relevant details about the Public Sector Standards. For further information about the application process view the HCN website.
www.healthcorporatenetwork.health.wa.gov.au

I wish you well with your application.

A handwritten signature in blue ink, appearing to read 'Graham Coleman'.

Graham Coleman
Executive Director Workforce