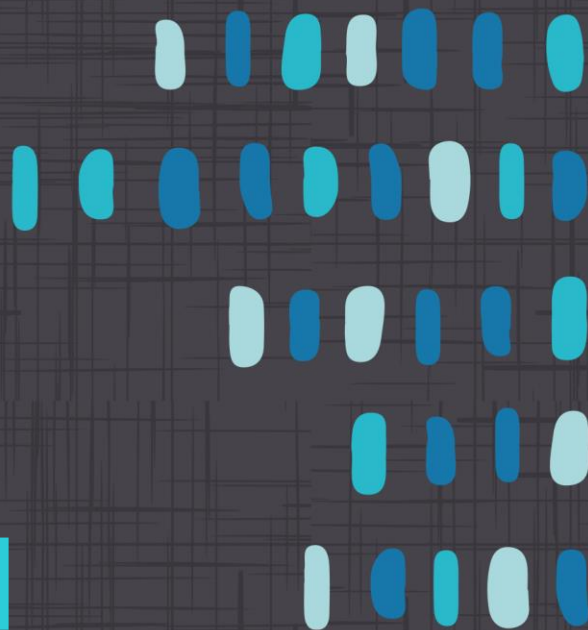




Government of **Western Australia**
Department of **Communities**



Senior Child Protection Worker

**Child Protection and Family Support
Division**



Acknowledgement of Country and Peoples

The Department of Communities Child Protection and Family Support acknowledges the Aboriginal and Torres Strait Islander peoples as traditional custodians of this land. It pays respect to their Elders past, present, and future.

It recognises the long history of Aboriginal and Torres Strait Islander peoples on this land and acknowledges that the past is not just the past. The past, the present and the future are, as they always are, part of each other - bound together.





Welcome from the Director General

The Department of Communities brings together the services and functions of Disability Services, Child Protection and Family Support, Housing, community initiatives and Regional Services Reform.

The Department works to advance opportunities, community participation and quality of life of the people it supports, with a clear focus on inclusion, building resilience and meeting individual needs.

We want all those who receive our services to thrive and have real life choices. Our work gives us a unique opportunity to influence and change the lives of individuals, families and entire communities. It doesn't matter where you work, or what you do and how you do it, as an employee of Communities can make a difference. We, collectively, will get it right.

We offer many new opportunities. With around 6,000 staff working across the State and a budget of over \$3 billion, we are in a unique position to support thousands of Western Australian families to thrive. We also offer staff a diverse range of career paths and opportunities to develop both personally and professionally.

Even though you'll be part of Department of Communities, you will also be part of the Child Protection and Family Support family. Please keep in mind that each opportunity will be unique in terms of requirements, team and "what's on offer". Please read through the job application pack and visit our [website](#) to familiarise yourself with [Communities](#) and specifically [Child Protection and Family Support](#).

All the best with your application!

Grahame Searle

Director General, Department of Communities



Who we are

The Department is the key Western Australian government agency responsible for child protection and family support services. The Department protects and cares for children and young people in need, and supports individuals who are at risk or in crisis. It administers the *Children and Community Services Act 2004*, along with other Western Australian legislation, including the *Working with Children (Criminal Record Checking) Act 2004*, *Parental Support and Responsibility Act 2008* and *Adoption Act 1994*.

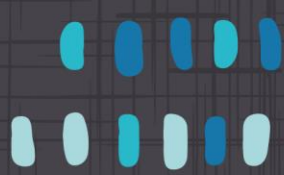
The Department provides three key service delivery areas, which encompass a wide range of programs and initiatives:

- support children and young people in the Director General's (DG) care to achieve good life outcomes;
- protect children and young people from abuse and neglect; and
- to support families and individuals who are at risk or in crisis.

The Department carries out its responsibilities within a number of policy and practice frameworks to ensure we are transparent and accountable in how we work with children and families, and with each other. We are committed to working with all members of the community, including Aboriginal people and people from culturally and linguistically diverse backgrounds to ensure that children are cared for and families are supported, in ways that respect their culture, religion and community.

Read more about us at www.childprotectioncareers.wa.gov.au





Our challenges and focus ahead

The release of the [Review of the Department for Community Development Report](#) in 2007, recommended key reform measures, including the need to realign Child Protection and Family Support's functions to improve the quality of state-wide child protection services. Since then, we have steadily implemented these recommendations; however, the demand for our services has doubled, as has the number of children in the DG's care.

Broadened responsibilities of the Department have also resulted in increased resources, strategic and legislative obligations, and community expectations.

A recent system-wide review confirmed that despite good progress, there are new and emergent challenges that we must meet to achieve the outcomes we seek for vulnerable families, children and young people.

Our immediate strategic challenges being:

- The continued over representation of Aboriginal children and families at every point of child protection work, particularly in the out-of-home care system.
- The ability to recruit and support foster carers to accommodate the increasing number of children who need to be placed in care.
- The growing number of child protection notifications. Over 19,000 notifications of children at risk of abuse were reported in 2015-16.
- Significant growth in family and domestic violence reports due to increased community awareness.
- Greater alignment and partnership with the community sector is critical to divert families from the child protection system.

These challenges and increasing expectations require urgent focus on our strategic priorities:

1. Reduce the over representation of Aboriginal Children in care.
2. Deliver an out of home care system that is responsive, nurturing and provides permanent homes that effectively meet the needs of children requiring out of home care.
3. Reduce demand for child protection services by providing targeted support services designed to divert appropriate cases from entering the child protection system.



What we need to meet these challenges

To deliver on our strategic priorities, the Department needs a workforce with the capacity and strength to drive change and support the organisation.

The Department of Communities is committed to the achievement of a diverse workforce and encourages applications from Aboriginal and Torres Strait Islanders, people from culturally and linguistically diverse backgrounds, young people, women and people with disabilities.

To be eligible for permanent appointment to the public sector it is essential that you are a citizen or have permanent residency status in Australia.

To be eligible for a temporary appointment ('fixed term contract') within the public sector you must have documented evidence of your entitlement to live and work in Australia for the period of the contract.

Working in country WA

Have you thought about relocating to one of our country locations which offer great opportunities to expand and develop your career?

Applying for a position in a country location could provide you with more opportunities to win a permanent position. Permanent employees also have access to our internal transfer register where they can express their interest in transferring to any other location in WA.

Regional locations offer the perfect opportunity to grow both personally and professionally. Country districts also offer a range of relaxed lifestyle benefits and great facilities including community services, healthcare, education and sporting amenities.

Depending on the location, employees living and working in regional locations may have access to:

- Additional five days leave
- District allowance
- Annual leave travel concession: provided to eligible employees and their dependants to access an annual monetary concession and travelling time when proceeding on annual leave
- Travel allowances
- Subsidised housing
- Subsidies and allowances, including air conditioning subsidies
- Annual contribution towards your gas, water and electricity

For further information about working in regional Western Australia [click here](#) or for specific location details please visit our [website](#) to obtain the contact details of the District you are interested in.



How do I become part of the team?

Take a look through the application process.





The application process

Before you start

Do you have working rights?

To be eligible for appointment to the Senior Child Protection Worker position, you must provide evidence of Australian Permanent Residency or of Australian working rights.

Getting Started

Read the Job Description Form (JDF) to determine if the position will suit your skills, knowledge and abilities and carefully follow the instructions on what to submit with your application, detailed in the coming pages.

Please ensure that you submit everything that is required for your application to be complete. The selection and assessment of this role may consist of a number of processes and the selection panel will not be able to consider your application if you do not comply with the application requirements. Check out our [Careers Website](#) for more information on who we are and [how to apply](#).

STEP 1: Write your application

Your application is important as it will determine whether or not you progress to the next stage of the selection process. Complete all sections below and make sure it gets to us on time.

Your completed online application must include:

A current comprehensive resume (curriculum vitae) outlining your:

- personal and contact details (including email address);
- relevant education and training (including qualifications); and
- paid and unpaid work history (and any community involvement), detailing the tasks, duties and achievements most relevant to this role.

The names and contact details of two work-related referees. One referee should be your current line manager.

- While it is anticipated that referee checks will not occur until the later stages in the selection process, it is important to check with your referees before nominating them.



A one (1) page cover letter:

- introducing yourself, describing why you are the best person for the job, what you can bring to the position, and why you are interested in working with us.

A written statement addressing the Work Related Requirements.

- Specific emphasis should be placed on your experience in working in the context of this role as described in the JDF. It is preferable to outline each Work Related Requirement, and follow on to explain how you meet this requirement. Be sure to provide plenty of examples.
- Please ensure you refer to the correct JDF when applying.

A copy of your degree certificate and academic transcript, plus unit outlines (if applicable).

- Further information available on page 11.

Note: Please ensure that each attachment is less than 2 MB.

STEP 2: Submit your application

Submit your application online via the Western Australian Government jobs board at www.jobs.wa.gov.au. It is up to you to make sure we receive your application before the advertised closing time! We do not accept any late or emailed submissions.

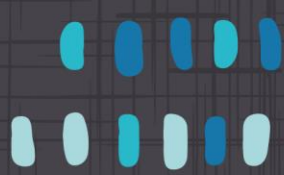
Please click the '**Apply for Job**' button at the bottom of the job advert. You will be prompted to answer online questions and attach the documents listed in Step 1 (Word or PDF format only).

If you do not receive a confirmation email or you are unable submit your application online please contact a Recruitment Officer on (08) 9222 2555 during business hours.

IMPORTANT: Please allow time for unanticipated issues when lodging your application, as we do not accept late or emailed applications. It is your responsibility to ensure that we receive your application in full prior to the closing date and time.

Any queries:

Department of Communities Child Protection and Family Support Recruitment Team
Phone: (08) 9222 2555 (9am-4pm Mon-Fri)
Email: HR.Recruitment@cpfs.wa.gov.au



STEP 3: Shortlisting

The Selection Panel will review your online application and CV, and agree on a “shortlist” of the most competitive applicants.

Shortlisted applicants will be sent an Assessment Centre invitation via email. We anticipate this will occur mid-end of April 2018. Please ensure you check your emails regularly during this period.

STEP 4: Assessment Centres

The Assessment Centre runs for approximately 2 hours and 10 minutes, and will consist of three components:

- A group activity;
- A written assessment; and
- An individual interview.

If you are located in a regional area, your assessment will be conducted Skype. You may also choose to complete the assessment via Video Conferencing from a Communities District Office.

You should prepare for the Assessment Centre by thinking of examples where you have used your skills and knowledge in relation to the Work Related Requirements of the role. Researching the Department and the role may also assist your performance at the Assessment Centre.

STEP 5: Referee Reports

Referees will be contacted for applicants deemed suitable following the Assessment Centre. This stage may take up to 6 weeks depending on the number of suitable applicants and availability of referees.

STEP 6: The decision

The Selection Panel will consider all the evidence it has gathered to determine which applicants best meet the job requirements and the business and diversity needs of our agency at the level needed to do the job. All applicants will receive a written notification of the outcome via email, also offering the opportunity to ask for feedback.

If you are successful, you will be placed in a pool and may be offered work if a suitable vacancy arises.



STEP 7: Feedback

When you receive your advice about the outcome of the selection process, we encourage you to phone the contact person for constructive feedback.

You will also be advised of your right to lodge a claim of breach of the Employment Standard if you believe the decision made has breached this Standard and as a result, you were adversely affected. Please visit the [Public Sector Commission website](#) for further details.

Additional important information

Tertiary Qualifications

Child Protection and Family Support has an established Child Protection Qualifications Framework for assessing the tertiary qualifications of applicants for all Child Protection Worker related positions. Information on the Framework and descriptors can be viewed on www.childprotectioncareers.wa.gov.au.

You are required to provide a copy of your degree certificate and academic transcript with your application.

For all qualifications other than a Bachelor of Social Work, Bachelor of Psychology (4 years) or a Qualifying Masters of Social Work you will need to supply unit outlines/descriptors to assist the Specified Calling Qualifications Assessment Committee in assessing your qualification against the Qualifications Framework.

If an assessment of your qualifications by the SCQAC is required, you will be notified in writing if your qualification *does not* meet Specified Calling eligibility requirements.

Please note: original copies of your qualifications will need to be sighted and certified at interview.

Proof of Identity, Department and Criminal Record Checks

You will be required to have a satisfactory criminal record check before you start your employment with the Department. As part of the interview process you may be asked to complete a Record Check Consent Form. You may need to bring original forms of identification to the interview. Applicants must provide valid and current identification to the value of 100 points. The panel chair will advise of the documentation required.



All information is treated in the strictest of confidence and in accordance with the Department's policy.

In addition, if you are being engaged in a position which will have likely contact with clients, including children, and access to their confidential Child Protection records and/or information you will be required to undergo a client and child protection record check.

International checks

International checks are compulsory for people who will have contact with clients and/or children in the CEO's care or access to client and/or children's confidential records and who have resided overseas for more than 12 consecutive months anytime in the last ten years, since reaching 18 years of age.

Spent Convictions

There is both commonwealth and individual state legislation under which convictions can be regarded as 'spent'. Police will disclose any relevant 'spent' convictions for categories of exemptions under the Spent Convictions Act (WA) 1988. This Act provides for exemptions to be granted in relation to certain offences and types of employment. Department of Communities Child Protection and Family Support has an exemption to sight spent convictions.

Adverse criminal record checks

A person who has been convicted of the following offence(s), or who has outstanding charges pending, or a warrant outstanding in relation to alleged offences below, is highly unlikely to be employed:

- sexual offences
- offences against children
- offences of a violent nature
- offences involving the use of firearms or other weapons
- serious drug offences (especially dealing/trafficking)
- any other offences which may impact on the Department's duty of care towards its clients.

Unless there are extenuating or mitigating circumstances, all of the above offences would normally disqualify persons from being appointed to positions within Child Protection and Family Support. An assessment of mitigating circumstances may be undertaken.



Working With Children Check (WWC)

A Working with Children Check is a mandatory requirement for certain positions in the Department which involve child related work.

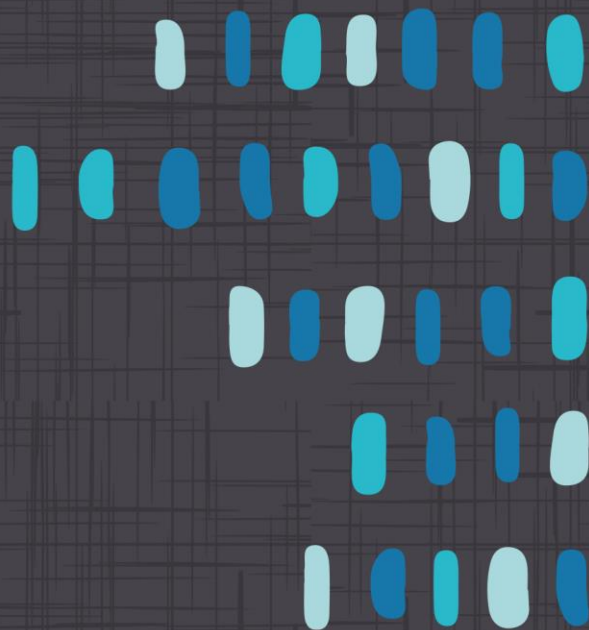
If a position is identified under section 6 of the Working with Children Act 2004 as 'Child Related Work' then applicants must have a current Working with Children Check or be able to successfully apply for one to be eligible for appointment to the position.

You will need to produce a current valid Working with Children Card as required by Law.

More information can be found at www.checkwwc.wa.gov.au.



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Good luck!

We look forward to seeing your application.