



## JOB APPLICATION PACK

# OUR CHILDREN, OUR FUTURE

Thank you for your interest in working for the Department of Communities, Child Protection and Family Support.

The following information is provided to guide you through our recruitment and selection process.

### Working at the Department of Communities

The newly formed Department of Communities (DoC) brings together a range of human services that used to be delivered through different agencies. The new Department that was formed on 1 July 2017 provides services throughout Perth, in all the regions of Western Australia and to some of the most remote communities in Australia.

The newly formed Department comprise of the following agencies:

- Department for Child Protection and Family Support (CPFS)
- Department of Housing (including Housing Authority) (Housing)
- Disability Services Commission (DSC)
- the communities component of the Department of Local Government and Communities (DLGC)

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 which agency you form part of, what you do and how you do it as an employee of DoC, can make a difference.

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 part of a super agency, called Department of Communities, if successful, you will be part of the "Child Protection and Family Support" family. Please keep in mind that each agency and opportunity will be unique in terms of requirements, team and "what's on offer". Please read through the job application pack and visit our [employment site](#) to familiarise yourself with employment in Child Protection and Family Support.

*Every child deserves to thrive, learn and grow!*

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## 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 CEO'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's 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.***

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## How do I become a part of the team?

### Getting started

The selection process for a position may vary depending on the job and what the selection panel is looking for, so please read the advertisement and all the attached documents carefully to identify what is required.

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.

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.

Visit our [Careers Website](#) for more information on [how to apply](#).

### STEP 1: Write your application – making sure it gets to us ontime

Your application is important as it will determine whether or not you progress to the next stage of the selection process.

To successfully apply, 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),
  - paid and unpaid work history (and any community involvement), highlighting your experience and achievements most relevant to the role you are applying for.

#### Queries:

**Child Protection and Family Support Recruitment Team**

**Phone: (08) 9222 2555 (9am-4pm Mon-Fri) Email: [HR.Recruitment@communities.wa.gov.au](mailto:HR.Recruitment@communities.wa.gov.au)**

- The names and contact details of two recent referees. While it is anticipated that referee checks will not occur until the later stages in the selection process, we recommend you check with your referees before nominating them.
- A covering letter that shows us the experience, qualities and skills that you will bring to the role. Specific emphasis should be placed on your experience in working in the context of this role as described in the JDF.
- Please ensure that each attachment is less than 2 MB.

Submit your application online via the Western Australian Government jobs board at [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au). It is up to you to make sure we receive your application before the advertised closing time!

### STEP 2: Shortlisting

The Selection Panel assesses applications and agrees on a “shortlist” of the most competitive applicants. The Selection Panel will equally consider your CV and your cover letter.

We will contact you by phone if you are successful, to explain the next step in the process.



### **STEP 3: Further assessment of shortlisted applicants**

The Selection Panel may use a variety of methods/tools to conduct further assessments to determine your suitability for the role. This may include a formal structured interview and an assessment. Your referees will also be contacted during this stage.

### **STEP 4: The decision**

The Selection Panel will consider all the evidence it has gathered to determine which applicant/s best meet/s 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, also offering the opportunity to ask for feedback.

### **STEP 5: 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](https://www.psc.com.au) 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](http://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 Callingeligibility requirements.

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

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## 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 has 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. 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](http://www.checkwwc.wa.gov.au)



**All the best with your application!**

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