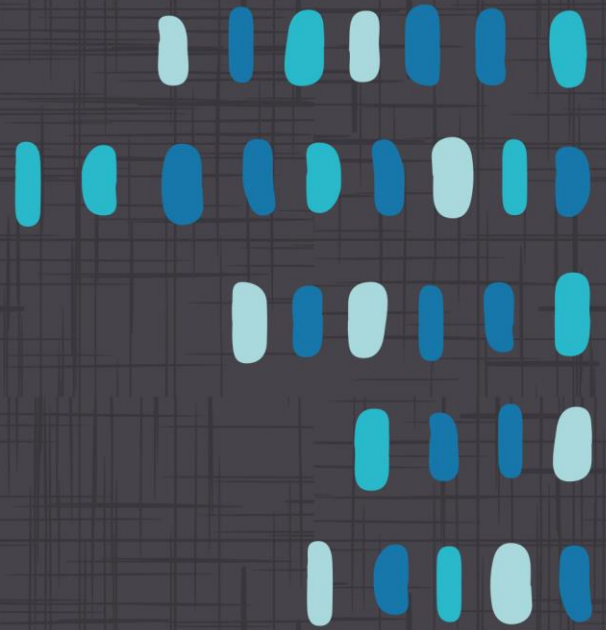




Government of **Western Australia**
Department of **Communities**



Secure Care Officer

Job Application Pack



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

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!



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.

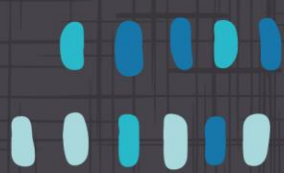
Broadened responsibilities of the Department have also resulted in increased resources, strategic and legislative obligations, and community expectations.

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.

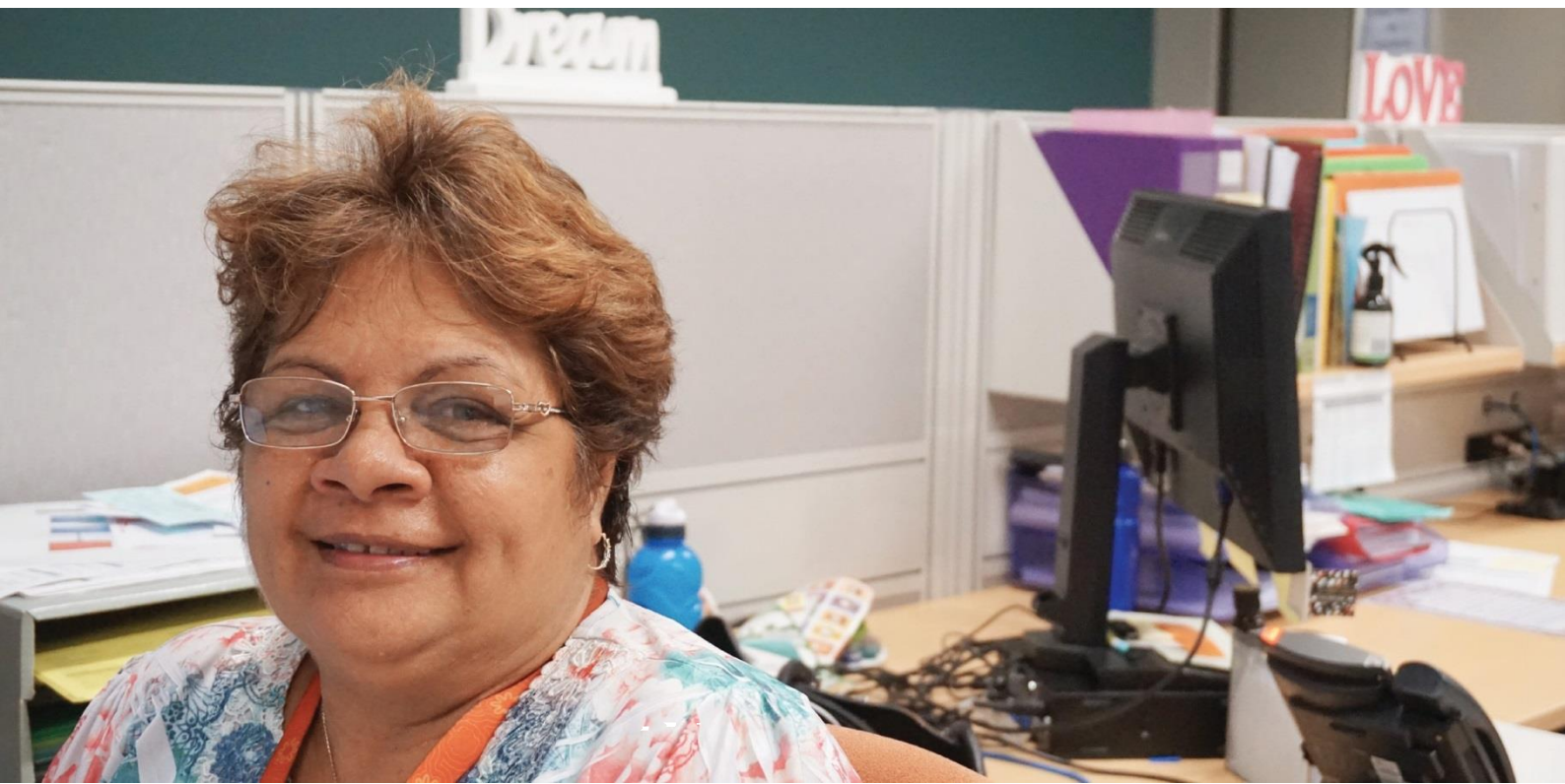
What we need to meet these challenges

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.

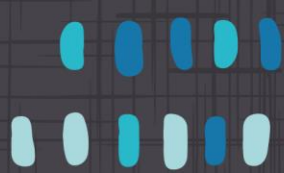




Can you tell me more about the role?

Discover what it's like to work in Secure Care.





About Secure Care

Our Vision

Our vision is to provide a safe, secure environment in which children are cared for within an individualised, trauma informed, therapeutic framework.

About Secure Care

The Kath French Secure Care Centre (KFSCC) in Stoneville is a planned, short-term intensive intervention for children who are at extreme risk and where existing services cannot manage the risk.

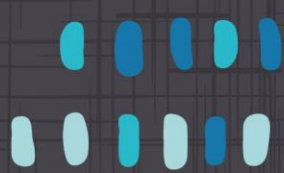
The Department's secure care practice model is consistent with recognised therapeutic models of intervention, involving admission to a secure facility to stabilise and keep children safe while developing a suitable plan to address his or her needs in readiness for a return to the community.

The secure care service reflects best practice therapeutic services and provides some of Western Australia's most vulnerable children with their best opportunity to stabilise and begin to address the complex problems and behaviours that prevent them from maintaining longer term placements and transitioning to more independent living. A secure care arrangement is time limited and the most extreme form of protective intervention where all other options must be explored first.

The level of care and supervision provided through secure care is considered an appropriate response where children are at immediate and substantial risk of causing significant harm to themselves and/or others, and where there are no other suitable options for managing that risk and ensuring the child receives the care he or she needs.

Secure Care has a Multi-Disciplinary team approach that includes a team of Secure Care Officers – 5 Senior Secure Care Officers (SSCO), 15 Secure Care Officers (SCOs) and a team of casual SCOs who cover shift vacancies and staff absences. Guided by a Therapeutic and trauma informed practice model, Secure Care Officers are employed to care for the children, working therapeutically in a coordinated team approach. Secure Care Officers engage with the children and assist them to work within the individual program developed for each child. Practice is guided by a number of theories including Trauma, Attachment, Systems and Developmental.

SCOs receive training that assists them to understand the effects of trauma and abuse on brain development that results in challenging and confrontational behaviour. Training includes Therapeutic Crisis Intervention, which provides knowledge and strategies to avoid behavioural escalations, as well as the capacity to take physical control of children as an ultimate safety measure.



The SCO role is an active one, and the staff employed need to be able to physically manage children; respond to behavioural escalations; respond quickly to prevent children from harming themselves or others. There is an expectation of fulfilling domestic duties which includes lifting large quantities of linen and moving furniture and other resources. In addition, SCO staff are at times required to assist in the transport of children which includes driving up to 400km at a time.

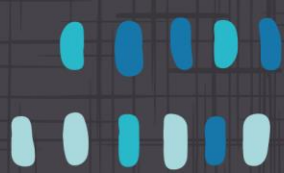
The psychological demands on a Secure Care Officer are high for the majority of work tasks. The Secure Care Officer can be exposed to incidents and risk of verbal threats, aggression, violence and other situations of conflict on a regular basis. The behaviour of children within Secure Care can be volatile, requiring a Secure Care Officer to be confident, resilient, responsive and have the ability to make decisions based on professional risk assessment.

The Role

Activities and responses include the ability to:

- Move quickly without impediment to reach a child who is behaving in an at risk manner;
- Resilience and patience when talking to an emotionally elevated child;
- Be strong enough to maintain their balance when required to prevent a child from engaging in harmful behaviours;
- Physically restrain a child to keep them safe using prescribed holding techniques, this could or may involve maintaining the same position for lengthy periods;
- Intervene in conflictual interactions;
- Get up from a sitting position and move swiftly;
- Have adequate strength to prevent a child from climbing over a fence;
- Pick up boxes and piles of linen; and,
- Travel for lengthy periods to facilitate transports.

You are encouraged to read the attached Job Description Form for more information on the specific duties of the role and Essential Eligibility Requirements (Section 7).



Self-assessment

The questionnaire does not form part of the recruitment process and is for your personal use only. Please do not include it with your application.

QUESTION	YES	NO
Do you have a genuine interest in working with children? (Age 12-18 years)		
Do you treat people equally and respect their differences regardless of status, background, culture, gender or belief?		
Are you able to adapt your communication and interpersonal skills to suit the situation and the people you are working with?		
Do you have a mature, caring attitude towards others?		
Are you prepared to work in a challenging and sometimes confrontational environment, where safety and security is a high priority?		
Are you flexible and able to cope with a constantly changing environment?		
Are you prepared to work shifts including nights, weekends, staggered start times and public holidays including Christmas and Easter?		
Are you confident that you will not be adversely emotionally affected by the self-harming and aggressive behaviours that many children exhibit?		
Are you fully fit for work and be able to ensure the safety of children in your care? You will be required to undergo a medical assessment prior to appointment as a Secure Care Officer		
Are you able to work 12 hour shifts which can at times not include a break?		

If you answered YES to all of the above questions, we encourage you to apply for the Secure Care Worker position.

If you answered NO to any of the above questions, you may wish to consider if the Secure Care Worker role is right for you.



Modes of Employment

This pool will be used to fill fixed term (full time) and casual opportunities. Appointments may be made from this pool.

This means you may be employed under the following arrangements:

Casual employment

Casual employees are employed on an irregular basis, with no set roster or routine and have no guarantee of ongoing employment. These employees:

- do not have consistent starting or finishing times or regular hours of work;
- are retained on an 'as needs' basis;
- are contacted and asked to work, rather than having set shifts;
- receive a 20% loading in lieu of leave entitlements; and
- weekend shift penalties.

Fixed-term employment

Fixed-term employees are employed on a contract for a specified period of time (as agreed by the Department and employee). These employees receive:

- regular work for a defined period of time;
- paid annual leave;
- personal leave; and
- 25% loading in lieu of public holidays and shift penalties.



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 Secure Care Officer 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 may 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](#).

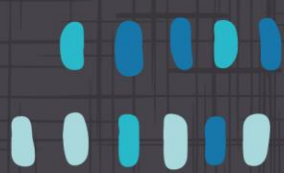
STEP 1: Write your application

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 must 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 written statement addressing the Work Related Requirements (outlined on the JDF).

- A two-page document that clearly addresses each of the Work Related Requirements and demonstrates the experience, qualities and skills that you will bring to the role.
- 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.

Copies of your qualification certificates (if applicable) or outline relevant experience.

- Certificate III and Certificate IV in a Human Services discipline or allied field of study, OR outline your equivalent experience in working with or caring for traumatised and abused children.

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

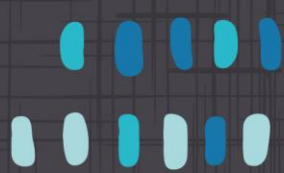
STEP 2: Submit your application

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 HR Consultant on (08) 6552 9126 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 Human Resources Consultancy Team:

Phone: (08) 6552 9126 or email: regionalandremoteHR@communities.wa.gov.au.

STEP 3: 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 written statement.

We will contact you by phone and/ or email if you are shortlisted, to explain the next step in the process.

STEP 4: Further assessment of shortlisted applicants

The Selection Panel will use a variety of methods/tools to conduct further assessments to determine your suitability for the role. Your referees may also be contacted during this stage.

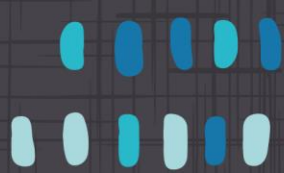
If shortlisted, you will be invited to attend an interview at Secure Care. The interview will consist of 4 job related questions. You will receive the questions 15 mins before the interview so that you can prepare your answers.

You should prepare for the interview 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 interview.

STEP 5: 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. If you are successful, you will be placed in a pool and may be offered work if a suitable vacancy arises.



Please note that all staff must attend the training prior to commencing work at Secure Care.

STEP 6: 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

Pre-employment requirements

Before you are appointed to the Secure Care Officer role, the following essential employment requirements **must** be sighted/ validated:

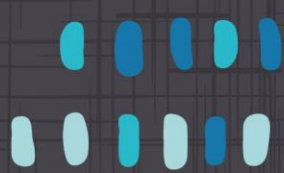
- Current 'C' or 'A' class driver's license.
- Current Senior First Aid Certificate.
- Current Working with Children (WWC) Card (obtainable at Australia Post).
- Departmental and Criminal Record check.
- Medical and Fitness Assessment.

Medical and fitness assessment

Medical assessments are undertaken by an approved health provider, and are paid for by the Department.

Applicants are required to undergo a pre-placement medical assessment. This is designed to evaluate an applicants' medical and physical ability to safely perform the everyday duties of the Secure Care Officer role.

The medical assessment will include but is not limited to:



- Vision;
- Respiratory;
- Cardiovascular health;
- Hearing;
- General health and well-being; and/or
- Musculoskeletal assessment.

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.

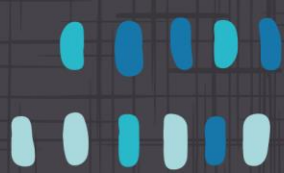
In addition, if you are being engaged in a position which will have likely contact with clients, including children, and access to their confidential Child Protection records and/or information you will be required to undergo a client and child protection record check.

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.

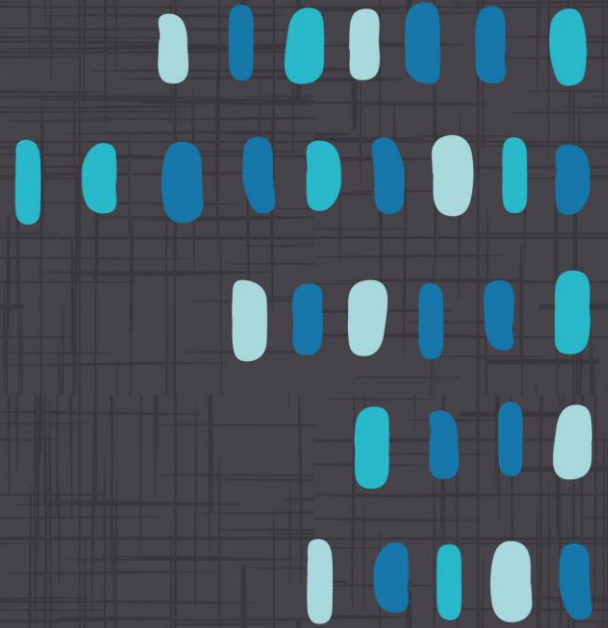
Working With Children Check (WWC)

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.