



# About CAHS

Information for potential applicants



Compassion

Accountability

Excellence

Equity

Collaboration

Respect

# Introduction

The Child and Adolescent Health Service (CAHS) is a board governed health service under the *Health Services Act 2016* and provides services throughout the community within Perth metropolitan area; running the State's only dedicated tertiary paediatric hospital; providing specialised state wide services; as well as providing support to other hospitals and health services across the state.

CAHS is made up of Neonatology, Community Health, Child and Adolescent Mental Health Services (CAMHS) and Perth Children's Hospital (PCH). We treat children from around Western Australia and are committed to programs that promote lifelong health in children and adolescents.

We employ over 4000 people across a range of disciplines including:

- Nursing
- Medical
- Allied health and health science
- IT and communications
- Executive
- Administration /
- Corporate
- Support services
- Research.

In the 2018/19 financial year there were;



## Our services

CAHS is made up of four service streams

**Neonatology** provides state-wide tertiary neonatal services to the sickest newborn babies and infants in Western Australia and encompasses the following services:

- Neonatal Intensive Care Unit and Special Care Nurseries – located at King Edward Memorial Hospital (KEMH)
- Neonatal Intensive Care Unit located at Perth Children's Hospital (PCH)
- Neonatal Emergency Transport Service (NETS WA)
- Perron Rotary Express Milk Bank (PREM Bank) – located at KEMH
- Neonatal Follow-Up Program
- Outpatient services
- Centre for Neonatal Research and Education.

**Community Health** offers a comprehensive range of health promotion and early identification and intervention services to children and families in the Perth Metropolitan area, covering 7,250 square kilometres. Services are provided in a variety of settings including homes, local community health centres, child and parent centres and schools.

**Mental Health** provides support to infants, children, young people and their families across the Perth metropolitan area. Services include community based programs as well inpatient care and a range of specialised services for children with complex mental health conditions across the state.

**Perth Children's Hospital (PCH)** is the specialist state-wide paediatric hospital and trauma centre for Western Australia, caring for children up to the age of 16. PCH is also a centre of excellence for teaching and research, partnering with major paediatric research and education initiatives led by the Telethon Kids Institute (TKI) and the State's universities.

Visit [www.pch.health.wa.gov.au](http://www.pch.health.wa.gov.au) for more information.



# Our vision

Healthy kids, healthy communities



# Our values



## Accountability

I take responsibility for my actions and do what I say I will.



## Respect

I value others and treat others as I wish to be treated.



## Excellence

I take pride in what I do, strive to learn and ensure exceptional service every time.



## Compassion

I treat others with empathy and kindness.



## Collaboration

I work together with others to learn and continuously improve our service.



## Equity

I am inclusive, respect diversity and aim to overcome disadvantage.

[cahs.health.wa.gov.au](http://cahs.health.wa.gov.au)

# Why work for CAHS?

We are a skilled and innovative team working to achieve our vision of healthy kids, healthy communities. CAHS have six values that set a solid foundation of core principles guiding decision-making, actions and establishing a sense of community within the organisation:

**Compassion, Collaboration, Equity, Respect, Excellence and Accountability**

We value and respect our people and aim to empower every individual to be their very best. To enable this we:

## 1. Offer a variety of employment arrangements

Flexibility for our employees is a priority; and CAHS aims to create a work environment that promotes a balance between employee's work, personal and community commitments. A variety of flexible work arrangements are available as well as leave options depending on the conditions of your employment. Options that may be available to you include:

- part time employment or job share arrangements;
- flexible working hours;
- deferred salary scheme and purchased leave arrangements;
- phased retirement; and
- a variety of leave to support your personal or community activities.

## 2. Offer a competitive salary with attractive salary packaging

CAHS offers all employees a competitive salary as well as the opportunity to participate in flexible remuneration (salary) packaging. Salary packaging is an Australian 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.

## 3. Promote safety, innovation and service improvement

CAHS is committed to the pursuit of healthier lives of children and young people, and to enable us to do this we encourage and promote innovation and service improvement in our day-to-day operations. Ideas are encouraged from all employees in all areas.

We also have a Speaking Up for Safety program which provides a framework that supports every single staff member across our service to speak up for safety as we strive to maintain excellence in patient care and be a wonderful place for all our employees to work. We have a strategic partnership with the Cognitive Institute; an international not-for-profit organisation that works with health services to ensure there is a culture that supports safe and high quality care.

#### 4. Promote career growth and development

To build performance, develop capability and share expertise across our workforce, CAHS supports our workforce to continually grow by offering a number of learning opportunities including but not limited to professional development leave, education and training programs, career development plans, on-the-job opportunities, secondments and other research and special projects.

#### 5. Recognise and reward our employees

CAHS acknowledges the crucial role employees and teams have in service delivery, service improvement and ongoing commitment to our vision and values through a range of formal and informal mechanisms. Employees are recognised through a number of awards at a health service level, WA Health system wide level, and at a local team based level, with all employees encouraged to identify and recognise individual or team excellence. The Stars of CAHS Awards recognise employees who go above and beyond to provide exceptional care and service in line with the CAHS values. Nominations can be made by staff members and consumers. Award presentations are held quarterly.

#### 6. Encourage and embrace diversity

We are committed to ensuring an open and inclusive workplace culture where diversity is valued and the cultural backgrounds of all employees are respected. A diverse workforce can broaden workplace knowledge and experience, generate new ideas and enhance service delivery. For all employees, it means supporting the endeavours of CAHS in promoting equity and diversity as both a responsibility and an opportunity to show respect and support for our colleagues and the community. Our recruitment processes aim to encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally diverse backgrounds and people with disabilities.

#### 7. Provide additional benefits through corporate discounts and the Social Club

CAHS employees are able to access discounted health insurance with a number of health insurance funds by supplying their employee number – even if you are an existing member you can apply the discount once you commence with CAHS.

The [CAHS Social Club](#) is a volunteer run club that offers a range of social, health and wellness services and benefits for all members including:

- Monthly member raffles, Discount tickets to movies and other experiences, including golf, tennis, dry cleaning
- Events from sundowners to sport days
- Access to the QEII site gym and fitness classes including yoga and pilates.

## Other Important Information

### Child safety and protection at CAHS

It is important that you are aware that CAHS is committed to the safety, care and protection of children and young people. CAHS is committed to creating environments that:

- reduce the likelihood of harm occurring;
- increase the likelihood of harm being discovered; and
- respond appropriately to any disclosure, allegations or suspicions of harm.

Everyone has a professional and ethical responsibility to respond to all forms of child abuse and contribute to CAHS being a Child Safe Organisation. This commitment is reinforced with the Child Safe Organisation Statement of Commitment:

*“The Child and Adolescent Health Service (CAHS) commits to being a child safe organisation by meeting the National Child Safe Principles and National Child Safe Standards. This is a commitment to a strong culture supported by robust policies and procedures to ensure that children are not abused. “*

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. The checks will include approaches to previous employers to confirm information in regard to your claims against the selection criteria and for comment about your merit, diligence and conduct. All checks are confidential and information gained will be used solely in connection with the assessment of your suitability for the position you have applied for.

If you proceed with your application for this position you are indicating your acceptance to these checks. For more information about either the Working with Children screening or the Criminal Record Screening refer to the **Applicant Information Package** provided with the advert.

### Equity and Diversity

CAHS is committed to eliminating all forms of discrimination in the provision of our services and in our workforce. CAHS aims to achieve an equitable and diverse workforce that is representative of the WA community at all levels of employment.

All CAHS patients/clients are entitled to receive the same quality of care with priority of treatment being determined solely by medical or health needs. CAHS will not tolerate employees who engage in any unlawful discriminatory acts, such as potentially offensive jokes, comments or behaviours.

CAHS is committed to providing a workplace that is free from harassment and discrimination where all employees are treated with fairness and respect. If you experience behaviour at work that you feel is unacceptable you should report this to your manager or CAHS HR.

## Aboriginal workforce

Aboriginal employees bring a diverse range of skills to CAHS, including a cultural perspective and ability to break down access barriers. A workforce that is proportionate to the diversity of our population will increase the cultural capability and responsiveness of CAHS. This will provide better access to culturally appropriate care and lead to improved health outcomes for Aboriginal people.

CAHS recognise the need to increase employment opportunities for Aboriginal people and pledges a commitment to implement strategies to achieve workforce diversity. One mechanism utilised by CAHS to enable this includes the application of section 51 of the *Equal Opportunity Act 1984* to all job adverts. Section 51 is an exemption under the Act that enables a recruiting manager to identify and employ an Aboriginal person before someone else in a competitive process. Both Aboriginal and non-Aboriginal applicants encouraged to apply and all applicants are assessed on merit.

## 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 employees and the community we serve. Our environment is totally smoke-free and smoking is not permitted in any CAHS building, vehicle, carpark or grounds.

## Applying for positions at CAHS

Health Support Services (HSS) manages the job application process for CAHS. To help you in preparing your application, HSS have developed the document titled "Applicant Information Package" which is attached to the advert. This includes information on how to apply for a vacancy, how to lodge an application and relevant details about the Public Sector Standards. Click [here](#) for further information about the application process.

Applicants should consider the work related requirements of the advertised position as outlined in the Job Description attached to the advert. CAHS encourages applicants to consider the role as well as the values of the organisation, and we provide a contact person for every advertised position to answer any questions applicants may have.