



APPLICATION PACKAGE

**PARENT SUPPORT WORKER
PARENTING PROGRAM**

FEBRUARY 2019

CONTENTS

	Page No
1. About GP down south	3
2. Applying for the Position	3
3. Position Description	5
4. Selection Criteria	9

ABOUT GP down south

GP down south is a not for profit, community organisation providing health and well being services throughout the Peel and South West regions of Western Australia. We have offices in Mandurah, Harvey, Busselton, Manjimup and Collie.

More information about GP down south can be found on our website
www.gpdownsouth.com.au

APPLYING FOR THE POSITION

Thank you for your interest in applying for this position. The following information is to help you to prepare your application.

Eligibility

To be considered for the position, you need to show that you meet all the essential criteria. Before preparing your application, check the essential criteria described in the application package to make sure you are eligible to apply. If you have any questions about the criteria, give us a call.

Preparing Your Application

Once you are sure you have met all the essential selection criteria your next step is to prepare your application.

1. Covering Letter

Your covering letter should include details of the position you are applying for, together with any relevant information on your availability for an interview and advice regarding how we may contact you during office hours.

2. Resume/Curriculum Vitae

- Brief personal details – Name, Address, Phone Number etc.
- Provide a brief outline of your relevant work history beginning with your most recent position. Include starting and finishing dates, your position, and the types of tasks that were required in each job.
- Your education and training achievements. Include any that you are presently undertaking.

3. Addressing the Selection Criteria

When preparing your responses to the selection criteria we want you to demonstrate how your skills, training and experience show that you meet all the essential selection criteria. This should be limited to **three** A4 pages, no more.

4. Referees

- We want you to provide two referees who will comment on your previous experience, skills and knowledge in support of your application.

- Provide the names of your referees, their relationship to you (i.e. Manager, previous work colleague), work addresses and business hours phone number.
- Please let us know if you do not initially wish us to contact your current work place.

5. General Information

- Typed applications are preferred.
- Include only information that is relevant to the position you are applying for.
- Please do not use cardboard or plastic covers if mailing your application as your application may need to be photocopied.
- Emailed applications are encouraged.

6. Lodging your application

- Applications must arrive by post, hand delivery or email by 4.30pm on Friday 15 March 2019.

7. Privacy

Applications will be kept securely in accordance with our Privacy Policy. Applications from unsuccessful candidates will be kept for a period of 3 months after which time the information will be deleted in relation to electronic files and shredded for paper copies.

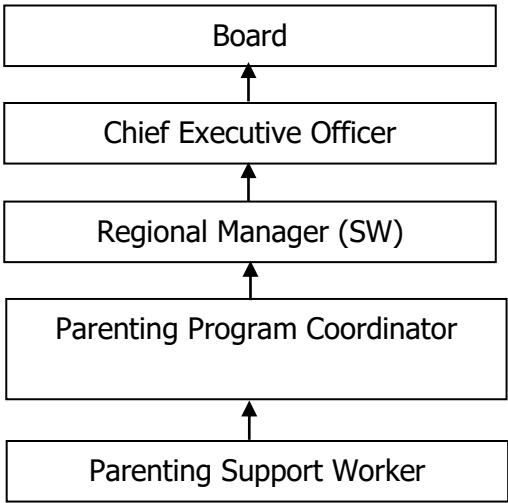
Address your application to:

Attention: Sharron Kamp
HR Officer
"Private and Confidential"
GP down south
PO Box 3156
Mandurah East WA 6210

Email: sharronk@gpdownsouth.com.au

For further information please call Graham Hope – Regional Manager (South West) on 08 9754 3662.

POSITION DESCRIPTION

Position Title	Parenting Support Worker
Reporting Structure	 <pre> graph BT PSW[Parenting Support Worker] --> PPC[Parenting Program Coordinator] PPC --> RM[Regional Manager (SW)] RM --> CEO[Chief Executive Officer] CEO --> Board[Board] </pre>
Location	Bunbury based with travel required throughout the SW region
Position Type	<input checked="" type="checkbox"/> Part time
Salary Range	A salary of \$54,288 to \$56,550 per annum (for full time equivalent) is offered dependent upon previous experience and qualifications, plus salary packaging options and statutory rate of superannuation.
Position Term	<input checked="" type="checkbox"/> Fixed term contract Commencement Date: Immediate Expiry Date: 31 March 2020 <i>(and subject to ongoing program funding).</i>
Hours per fortnight	60 hours
FTE for this position	0.80 FTE
Pre-requisites for this position (where applicable)	<ul style="list-style-type: none"> • Current Western Australian Drivers Licence • National Police Clearance • Working With Children Check WA • Qualifications in Child Care Work or a related study area • Completion of pre-employment health declaration



<p>Key Responsibilities</p>	<p>Family Based Support</p> <ul style="list-style-type: none"> • Develop and maintain strong partnerships and communication with parents/carers to reinforce existing family strengths. • Encourage carers to play, read, sing, talk and provide floor time and routine through role modelling. • Promote child skills and behaviours needed for school ie: separation anxiety and toileting. • Encourage carers to interact with their child in ways that promote secure attachment. • Visit families in their home where possible to help connect and develop strong relationships between family members. • Ensure high standards of safety, hygiene and cleanliness are encouraged and demonstrated to carers at all times. • Demonstrate and help carers develop safe, healthy food preparation methods. • Demonstrate and help carers to establish appropriate household routines. • Enable carers to identify safety risks inside and outside the home and take appropriate action. • Enable carers to apply child sleep management strategies. • Demonstrate and help carers develop school routine skills such as preparing uniforms, packing lunches etc. • Actively promote and support the safeguarding of children in the home setting by the carer(s). <p>Community Based Support</p> <ul style="list-style-type: none"> • Assist carers with the enrolment process, obtaining items the child needs to commence school. • Work with support services to improve outcomes for young children, families and carers. • Encourage carers attendance at parenting skills groups. • Encourage carers to attend parent groups and social opportunities. <p>Case Management</p> <ul style="list-style-type: none"> • Conduct an intake assessment of referrals and management of caseload in collaboration with the Parenting Support Coordinator. • Work in partnership with carers to develop a family plan. • Maintain comprehensive case notes with regular review and evaluation, based on agreed family support goals and in collaboration with other team members. • Monitor and report on relevant KPIs on a monthly basis. • Raise any concerns to the Parenting Support Coordinator over children, parents, environmental safety, confidentiality and child protection concerns. • Comply with policies and procedures in relation to information sharing, case recording and reporting requirements, maintaining the highest level of confidentiality surrounding personal information.
<p>Additional Responsibilities (as appropriate)</p>	<p>Planning</p> <ul style="list-style-type: none"> • Participate proactively in GP down south’s planning processes including strategic and operational. • Participate in relevant data gathering processes.



Service Delivery

- Provide all service delivery in accordance with relevant program guidelines, program logics, plans and contractual / statutory requirements
- Maintain service delivery records to allow for appropriate knowledge management and information sharing within the Organisation
- Deliver services and contribute to GP down south programs and activities in a timely and efficient manner

Reporting / Evaluation

- Comply with all relevant reporting requirements
- Maintain up to date records, in accordance with portfolios / key responsibilities.
- Contribute to data collection and program / activity review processes

Team Work and Communication

- Work as part of a team in a constructive and harmonious manner
- Attend staff meetings, planning days and other meetings as requested
- Contribute skills and knowledge to the organisation as appropriate
- Represent the Organisation professionally, through appropriate networks, and to other Organisations and the community

Health and Wellbeing

- Take reasonable care of your own mental health and wellbeing, including physical health
- Take reasonable care that your actions do not adversely affect the mental health and safety of others in the workplace, including physical health
- Educate yourself about mental health
- Support initiatives aimed at improving mental health in the workplace

Occupational Health and Safety

- The Organisation is committed to ensuring as far as practicable a safe working environment as outlined under OHS-POL-401 (Occupational Health and Safety)
- All employees are expected to take reasonable care of your own health and that of others
- Observe all safe working practices are followed by reporting hazards or incidents immediately to your Line Manager.

Quality

- Comply with the Quality Management System.
- Actively participate in continuous improvement.

Compliance

- Comply with all contractual, statutory and organisational obligations, deliverables and / or performance indicators as relevant to your portfolios / key responsibilities.

Other:

- Undertake any other duties as reasonably directed by your Manager or CEO



Superannuation	Prevailing statutory rate on top of salary.
Salary Packaging	GP down south is classified as a Health Promotion Charity by the Australian Taxation Office. Fringe Benefits Tax (FBT) exempt salary packaging is available to GP down south staff to a maximum of the threshold cap for the current FBT year.
Employment Framework	GP Down South Ltd Enterprise Agreement 2015.

SELECTION CRITERIA

Essential

1. Qualifications in Community Services/Child Care or a related study area. (Certificate IV Community Service/Child Care or equivalent).
2. A minimum of 5 years experience working with families using a family centred approach.
3. Demonstrated ability to engage with parents and their families and have an understanding of the challenges and needs of families.
4. Understanding of child development issues, parenting skills models and theory, sleep management, behavioural management, breast feeding and mental health.
5. Demonstrated ability to work independently and as part of a team, using a caseload model.
6. Demonstrated empathy and good communication skills when assisting with complex family issues.
7. Ability to use a range of media for communication and information.
8. Effective organisational skills and ability to work within dedicated reporting guidelines.
9. Demonstrated awareness and experience working with people from Aboriginal and Torres Strait Islander and culturally diverse backgrounds.

Desirable

1. Knowledge of and experience with managing domestic violence and complex family issues.
2. Knowledge or of experience in group facilitation.

Pre-requisites

As part of the condition of employment you are required to hold the following:

1. A current Western Australian Drivers Licence.
2. A National Police Clearance
3. A Working with Children Card.