

14 February 2020

Dear Applicant,

*Children's Specialist Worker*

Thank you for your interest in the above position with Junction Support Services. Enclosed, please find the *Position Description* and *Reference Check* documents that you will require in order to apply for this role.

The Position Description is an important document with regards to your application as it outlines the key objectives and responsibilities of the role, as well as the conditions of employment. This will help you to identify the skills and attributes Junction Support Services is seeking for this role.

The Position Description also contains information regarding how to apply, and a list of selection criteria. It is very important that you address each of the selection criteria points in your application to demonstrate your suitability for the role you are applying for.

For further information regarding your application, the position or the organisation, please do not hesitate to contact Senior People & Culture Officer, Ginny Krich on 02 6043 7442.

Yours sincerely,

*Ginny Krich*

Ginny Krich  
Senior People & Culture Officer  
Junction Support Services

***Position Description***

**Document Control**

|                               |  |
|-------------------------------|--|
| <b>Program:</b>               | Family and Children's Specialist Support Services                              |
| <b>Position Title:</b>        | <i>Children's Specialist Worker</i>  |
| <b>Version No:</b>            | 05   |
| <b>Probationary Period:</b>   | 6 Months from commencement date  |
| <b>Location:</b>              | JSS Wangaratta   |
| <b>Award:</b>                 | Social, Community, Home Care and Disability Award 2010 (Vic)                   |
| <b>Classification:</b>        | Social and Community Services Employee, Level 6, Paypoint 1-3                  |
| <b>Hours of Work:</b>         | Full time at 76 hours per fortnight, between Monday – Friday 9:00am to 5:00pm. |
| <b>Tenure:</b>                | Fixed term to 30 June 2021   |
| <b>Reports To:</b>            | Family and Children's Services Manager   |
| <b>Prepared By:</b>           | Senior People & Culture Officer  |
| <b>Date Approved/Updated:</b> | 12 <sup>th</sup> December 2019   |

Junction Support Services (JSS) is committed to social change and has been working to reduce poverty and homelessness in communities in North East Victoria since 1989.

The organisation is a not for profit community service organisation providing support to children, young people, single adults and families who are disadvantaged through poverty, homelessness, family violence, mental ill health, and drug and alcohol addiction.

**Mission**

We work with individuals and families to support them to achieve their full potential

**Vision**

Communities without disadvantage

**Goals**

- Innovative service delivery
- Secure funding streams
- Employer of choice
- A positive presence in our communities
- Strong governance



We acknowledge the support of the Victorian Government

### ***Our Values:***

Everything we do is underpinned by our core values:

- Equity, Access & Diversity
- Innovation
- Collaboration

Our values are embedded in our organisation and form the basis of our strategic and business planning, recruitment processes, training and leadership development.

We provide trusted human services to our clients by promoting our values to achieve our goals. We ensure our staff treat people as individuals and promote and encourage decision making and community involvement across our service areas. Our employees proudly provide quality services to our clients in a flexible, honest, fair and confidential manner.

The Homeless Children's Specialist Support Service is a Victorian homelessness initiative of the Department of Health & Human Services. The service is a specialist support response to children in homeless families, with a focus on early intervention and engagement with education.

The Homeless Children's Specialist Support Services incorporates a suite of four support responses to children and families (where the child is the primary client), including: assessment and case planning support, enhanced case management support, therapeutic group work and individual counselling.

The service provides support to children and families who are receiving case management support from homelessness assistance agencies including youth specific services, generalist family services, family violence services and cross target services.

Junction Support Services' Homeless Children's Specialist Support Service model adopts a framework of an early intervention approach to case management using a family orientated, child-focussed approach. The service model involves collaborative work with other agencies and referring workers. Co-Case Management and shared co-facilitation of groups are features of the service.

### ***Children's Specialist Worker:***

The Children's Specialist Worker is responsible for effective functioning of the first two support levels and referring children into the third and fourth support levels. This involves direct communication and assistance to case managers of referring agencies, providing enhanced case management directly to children according to their unique needs and understanding when to utilise the resources of the team; that is, the Children's Counsellor.

**Services Objective:**

1. To provide a flexible response to improve the support outcomes (including improved engagement with education) for children accessing the homelessness service system, thereby decreasing the impact of trauma on both their immediate and long term social, emotional and physical wellbeing;
2. To reduce the stress on parents by assisting them to resolve the support issues of their children, enhancing their capacity to resolve their own support issues;
3. To enhance the understanding and capacity of the homelessness service sector to respond appropriately to the support needs of children who are experiencing homelessness, within a systematic, family-orientated framework;
4. To improve access to specialist and mainstream support resources for children and families experiencing homelessness; and
5. To increase inter-service collaboration and communication, making the best use of resources available to improve the outcomes for children and families in the homelessness service system.

**Position Objective:**

1. Provide specialist assistance to case managers within the homelessness sector to increase their skills and confidence in adopting family orientated case management practices, the overall goal being to reduce the need for specialist support.
2. Ensure that the best interests of the child are being fully assessed and planned for through family orientated case management practices and appropriate use of the three support responses (steams) available.
3. Provide an enhanced case management service directly to children with significant needs who require intensive support.
4. To utilise the resources, and support and work collaboratively with those within the Family and Children's Specialist Support Services team; ensuring the best outcomes for children through continual communication and professional development.
5. To work under the Homeless Children's Specialist Support Services model as identified by JSS.

**Organisational Context/Relationship:**

The Children's Specialist Workers report directly to the Family and Children's Services Manager.



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*Internal Liaison:*

- CEO
- Client Services Manager
- Family and Children's Services Manager
- Family and Children's Services Team Leader
- Children's Counsellors
- Other Children's Specialist Workers
- Other staff members and service users

*External Liaison:*

- Local Government, State & Federal Government Departments
- Education Providers
- Other Homelessness Service providers
- Community Service Organisations
- Community Groups
- Statutory Authorities
- Health Providers
- General Public

**Key Responsibilities:**

**Service Delivery per Support Response Levels:**

**Stream 1: Assessment and Case Planning Support**

- Conduct a comprehensive assessment (including risk assessment) of the child and family, utilising a family orientated approach.
- Work collaboratively with the child, family and referring case manager to develop a flexible and responsive case plan for the child.
- Up skill case managers accessing the specialist support service by providing knowledge and trauma informed strategies for working with children

**Stream 2: Enhanced Case Management Support**

- Provide an enhanced case management service directly to children with significant needs
- Encourage the participation of both the child and family in achieving the case plan goals identified for the child and provide practical support and assistance.

- Maintain collaborative case management practices when operating within Stream 2, continuing communication and working with the referring agencies case manager and making referrals when necessary to other services.
- Regularly monitor and review case plans throughout the support period, ensuring that goals remain current and barriers are addressed.
- Develop exit plans for each child and conduct follow up when deemed necessary, assisting the child's transition from the service.

### **Stream 3 & 4 : Therapeutic Group Work**

- Ensure that comprehensive assessment (including risk assessment) and case planning has been performed by the referring case manager or has occurred within the other streams prior to commencement of group work or individual counselling (stream 3 & 4).
- Provide assistance during group work activities, as directed by the Children's Counsellor (stream 3 only).
- Assist the Children's Counsellor with other group work activities as required; in particular, regular communication with the parents of the children attending group work, as well as with the referring agency (stream 3 only).

### ***Service Delivery:***

- Support the services overall goals and objectives through collaborative planning and action with the Family and Children's Specialist Support Services team – located across Ovens Murray & Goulburn region.
- Contribute to the growth and development of the service through continued feedback and suggestion to the Team Leader and Service Manager regarding methods and tools employed.
- Ensure that work conducted is done so utilising acceptable industry tools, best practices and frameworks and in accordance with any stipulated JSS guidelines.
- Assist in the development of and maintain communication strategies with referring agencies, so no overlap of services exists between agencies and service efficiency is maintained.
- Ensure a solid understanding of the differences between streams is developed for effective use of the service model.
- With the consent of the family, make referrals to the Children's Counsellor for individual therapy when considered necessary to do so.

- Ensure to liaise with the Children’s Counsellors or other external agencies for specialist advice when necessary or appropriate, enhancing the outcomes for children and their families.
- Respect and protect the confidentiality of children and their parents within the boundaries of an informed consent contract with each client.
- Practice within the relevant Codes of Ethics – internal and external to the organisation.
- When appropriate and relevant, support and advocate for the children and/or their parents.
- Promote a safe environment for children and their families.

***The Organisation:***

- Implement Junction Support Services’ aims and objectives through competent work practices.
- Comply with Junction Support Services’ policies and procedures; funding guidelines; and legislative requirements.
- Adhere to established protocols that exist between Junction Support Services and other service providers.
- Follow Occupational Health and Safety standards, guidelines and practices. Participate in the identification of potential and actual hazards and managing risks.
- Take responsibility for input into the day-to-day operations of the organisation, as well as policy development.
- Maintain the organisation’s ideological framework of a strength-based work practice.
- Individually contribute to effective communication and team building principles within the organisation.

***Performance Development:***

- Actively participate in JSS’ Performance Development Framework (PDF) as per JSS’ Performance Development Policy
- Participate in own training and professional development as identified through the PDF
- Ensure 100% compliance with all aspects of the PDS

**Administration:**

- Undertake and maintain administrative requirements of the program including confidential client records and data collection processes.
- Document activities, programs developed and evaluations undertaken.

**Other:**

- Participate in meetings, such as network meetings, as directed by the Family and Children's Services Manager.
- Other duties as required by the organisation.

**Selection Criteria:**

1. A relevant tertiary qualification such as Social Work or Social Science, and relevant experience to this role.
2. Proven experience working with children and/or families, specifically those who are experiencing homelessness, poverty, family violence and complex trauma.
3. A solid understanding of the Case Management Framework and how this would be used from a family orientated approach, where the child is the primary client.
4. An understanding of the developmental needs of children and how to prioritise these needs in order to choose an appropriate level of support.
5. An understanding of the impacts of homelessness and family violence upon children and which therapeutic techniques could be used to address these particular impacts.

**Benefits:**

- 5 weeks annual leave per annum
- 17.5% leave loading on 4 of the 5 weeks annual leave per annum
- Generous salary sacrificing available with a wide range of options
- Annual wage increases (in accordance with Fair Work adjustment or CPI)
- 50 hours or \$500 pro rata (whichever occurs first) to contribute to relevant non mandatory and professional development training costs
- The support of regular internal supervision
- Access to Professional/Clinical Debriefing for critical incidents experienced in relation to work
- Access to our Employee Assistance Program
- The potential to take leave without pay and an unpaid career break



- Ability to take all personal leave days as careers leave
- 4 weeks paid maternity leave or 1 weeks paid paternity leave
- Reimbursement for HEP A/B and flu vaccinations
- A supportive environment that includes comprehensive induction and assistance with professional development
- Access to agency vehicles for all work related travel

**Conditions of Employment:**

This position is full time, fixed term to 30 June 2021 and worked at 76 hours per fortnight and is based in Wangaratta, with frequent travel to other townships in the Goulburn region. The service is operational Monday to Friday, between 9:00am to 5.00pm. The position will require some work to be undertaken outside or normal working hours, but any extra hours worked will be accrued as Time in Lieu. There is no paid overtime.

The salary for these positions is classified under the Social, Community, Home Care and Disability Services (Victoria) Award 2010 as Social and Community Services Employee Level 6, Paypoint 1-3. The year selected as the commencement level of salary will depend upon qualifications and proven relevant experience, and includes the option of salary sacrificing. The terms and conditions of employment are in accordance with the organisations Enterprise Agreement.

A maximum accrual of seven (7) hours time in lieu applies at any one time and is to be taken within one month of its accrual. No more than four (4) weeks annual leave is to be accrued without manager's approval.

Employer superannuation contributions will be paid in accordance with the Superannuation Guarantee Charge Act.

Each successful applicant will be required to satisfactorily meet pre-employment checks, including at least two (2) professional referees, a criminal records check, Victorian Working with Children Check, and proof of qualifications.

Each successful applicant will initially be engaged for a probationary period of six (6) months. A probationary review before six (6) months will be undertaken.

Organisational vehicles are available for authorised use and are to be used at all times for work-related purposes in accordance with the organisation's Motor Vehicle Policy. For this reason, it is a requirement that all employees hold a current driver's licence whilst employed with the agency.

In the event of an internal application, accrued leave entitlements will be carried over.

## Application Procedure

Junction Support Services does not bind itself to make any appointment whatsoever from applications received.

Applications must include:

- a covering letter;
- statements addressing each of the selection criteria points (found above);
- resume/CV detailing employment history and experience;
- a completed Reference Checks form (within this employment pack) providing the names and contact numbers of three professional referees (include current employer/supervisor) who can provide comment on work performance.

Applications must be received by *Friday 28 February 2020 at 5pm* via email to:

[recruitment@junction.org.au](mailto:recruitment@junction.org.au)

Alternatively, emailed to:

Ginny Krich  
Senior People & Culture Officer  
Junction Support Services  
PO Box 1490  
Wodonga VIC 3689

For further information regarding details about the position, please contact the Senior People & Culture Officer, Ginny Krich on 02 6043 7442.

Applicants invited to attend an interview must bring to the interview their original certificate as proof of qualification.

***Declaration of Current and Ongoing Capacity***  
***(To be completed by successful applicant only)***

I have read and understood this Position Description and in signing this document agree that I am capable of fulfilling all of the requirements of the position as described both in writing in this document, along with any verbal explanations in terms of:

- a) The knowledge, skills and attitudes required; and
- b) My physical and psychological capacity to undertake the work.

I understand and accept that I must also comply with JSS' policies and procedures.

Additionally, I agree to notify Junction Support Services of **any change** in my capacity to meet the requirements as outlined in this Position Description, including any changes in the status of my driver's licence and/or my ability to meet legislative requirements such as the Working With Children Check and police check.

Signed: .....

Witnessed: .....

Date: .....

*Junction Support Services is an equal employment opportunity employer*



**Reference Checks**

I, <name>....., consent to any reference checks that may be necessary to support this application.

Please give the names and telephone numbers and of three professional referees whom we can approach for references. These people will need to be able to adequately comment on the specifics of your work performance. Ideally this would be a current supervisor or direct manager, and therefore no personal referees should be supplied. Please note the third referee is required to ensure our recruitment process remains efficient and therefore, they may not be contacted.

**Referees**

1. Name: ..... Phone Number: .....

Organisation: .....

Relationship: .....  
(eg, supervisor, manager, lecturer)

2. Name: ..... Phone Number: .....

Organisation: .....

Relationship: .....

3. Name: ..... Phone Number: .....

Organisation: .....

Relationship: .....

I confirm the above referees have consented to act as a referee on my behalf and have given me permission to release their contact details to Junction Support Services for the purpose of this application. I understand that failure to gain the consent of the persons listed above to act as referees and provide their contact details may result in Junction Support Services not considering me for employment.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with Junction Support Services’ Privacy Policy, including the provision of access to that information.

I understand that any false or misleading information given in this application may render my employment, if I am appointed, liable to termination. I declare that to the best of my knowledge, the above information and that submitted in any accompanying documents is correct.


Applicant’s Signature: ..... Date: .....

How did you hear about this position (please tick applicable box):

Internet

Newspaper

## POLICE CHECKS POLICY

|                              |  |
|------------------------------|--|
| <b>Supporting documents</b>  | <ul style="list-style-type: none"> <li>• Child Safety Policy</li> <li>• Crim Check Service Agreement (contract)</li> <li>• DHHS Service Agreement Information Kit for Funded Organisations - 4.6 Safety Screening for funded organisations</li> <li>• DWES Instructions Booklet</li> <li>• Student Placement Policy</li> <li>• Volunteer Policy</li> </ul>   |
| <b>Legislation</b>           | <ul style="list-style-type: none"> <li>• Child Safety Act 2005</li> <li>• Information Privacy Act 2000 (Vic)</li> <li>• Working with Children Act 2005</li> <li>• Children Youth and Families Act 2005</li> <li>• The commission for Children and Young People Act 2012</li> <li>• Department of Health &amp; Human Services Standards</li> <li>• Victoria's Reportable Conduct Scheme 2017</li> </ul> |
| <b>Policy version number</b> | 5  |
| <b>Policy authorisation</b>  | Chief Executive Officer; Committee of Management   |
| <b>Policy administration</b> | People and Culture Manager   |
| <b>Approval date</b>         | 3 August 2018  |
| <b>Operative date</b>        | 3 August 2018  |
| <b>Review date</b>           | August 2020  |
| <b>Acknowledgement</b>       | <p>We acknowledge the support of the Victorian Government</p>   |

### 1. PURPOSE

Junction Support Services (JSS) has a commitment to protect and not place at unreasonable risk vulnerable people, members of the communities we serve, the JSS workforce and anyone who enters a JSS workplace.

All existing and prospective JSS employees, students and volunteers must undertake a police check prior to commencement and every 3 years thereafter. They must also advise People and Culture if during their engagement with JSS they are charged with, or convicted of a criminal offence.

In conducting a police check, JSS is demonstrating due diligence and equity and fairness in its selection and appointment of existing and prospective JSS people. This policy sets out JSS' approach to obtaining a national police check as a pre-requisite for engagement in all JSS positions and as a condition of continuing employment and/or placement.

## 2. SCOPE

As a Community Service Organisation funded by the Department of Health & Human Services (DHHS), Junction Support Services (JSS) is mandated to comply with applicable DHHS policy directives. The *Safety screening for funded organisations* is one such policy directive.

JSS is required to maintain documentation related to police checks for current employees, volunteers and students for the purpose of external audits authorised by DHHS. This includes, but not limited to, completed informed consent forms, National Criminal History Reports and Disclosable Police Record Assessment Reports.

JSS is an accredited agency approved to access the CrimTrac National Police Checking Service (NPCS) through its Accredited User, CrimCheck.

CrimCheck applications (informed consent form) are conducted in a face-to-face interview with the applicant. In some circumstances the applicant may forward a completed CrimCheck form and supporting identification documents to a People and Culture Officer who will then conduct the police check interview via phone. In the event that a police check through CrimCheck is not practicable (eg, applicant's distance from JSS), a national police check may be requested through Victoria Police or similar authority.

In the event where an applicant has completed a police check with the issue date being less than 3 months old, JSS may accept this under the provision that the document can either be validated online or JSS is able to retain the original document. Where an applicant has resided outside of Australia, JSS may require the applicant to provide an international police clearance (refer to clause 5.1 below).

JSS pays for pre-employment and post-employment police checks but does not pay for international police clearances or student placement police checks.

In conducting a police check, JSS complies with:

- All relevant state and federal legislation, in particular legislation which prevents discrimination on the basis of criminal records;
- The Commonwealth Spent Convictions Scheme;
- Its obligations as set out in the Contract with CrimCheck; and
- Its obligations as set out in the Service Agreement with the Department of Health and Human Services (DHHS).

CrimCheck acknowledges JSS' obligations under its Service Agreement with DHHS in relation to retention of police check documentation and discussion with an external third party in the case of a disclosable record. However, where there are inconsistencies between JSS' Contract with CrimCheck and DHHS' Service Agreement with JSS, the People and Culture Manager shall seek further clarification and direction from both parties.

### **3. RESPONSIBILITIES**

#### **CEO**

Ensure that the organisation adheres to the requirements of this policy at all times without exception

#### **People and Culture**

- Is responsible for and have the authority to request a police check through CrimCheck
- Must protect Police History Information at all times
- Must retain existing employees', volunteers' and students' Police History Information for external audit purposes
- Must not retain Police History Information beyond termination of employment (paid/unpaid) or placement
- Must not reproduce Police History Information
- Is responsible for the overall management of Police History Information
- Assesses all disclosable outcomes
- The disposal of Police Check Information

#### **Managers/Supervisors**

Are responsible for:

- Ensuring all staff, volunteers, students and contractors (where required) have current Police checks completed that meet the standards.
- Ensure all staff, volunteers, students and contractors (where required) are notified in a timely fashion prior to expiry of their current Police check.
- Notify people and Culture as soon as they become aware that a staff member, volunteer, student or contractor has been, or is involved in such behaviours that has or would result in a disclosable record and revoking their ability to continue to work with young people.

#### **All existing and prospective employees, students, volunteers and contractors (where required)**

have the responsibility to:

- Comply with this policy and its directives
- Comply with all lawful directives surrounding the correct completion of a legal police check.

### **4. PROCEDURE**

A police check can only be requested for the purposes of employment screening of existing and prospective employees, contractors (where required) and volunteers, and for the purposes of placement screening of prospective students.

JSS is obligated to discuss all police checks resulting in a disclosable record with appropriate authorities within the DHHS.

#### **4.1 Pre-employment Police Checks, including volunteers and contractors (where required)**

All prospective applicants are to complete a satisfactory national police check and, if applicable, an international police check prior to a formal offer of employment or engagement in a volunteer position. Verbal offers of employment are contingent upon, but not limited to, a satisfactory police check. During the recruitment process, applicants must be advised of the requirement to undertake a police check.

Police checks on prospective Residential Care Worker applicants are completed at the time of interview for the position. Police checks on prospective successful applicants for all other positions, including volunteers and contractors (where required) are completed following the verbal offer of employment.

A police check can only be requested (lodged with CrimCheck) after a National Police Checking Service (CrimCheck) *informed consent form* and JSS' *Consent to Release Police History Information to a Third Party* form [Appendix 1] have been completed by the applicant whose name will be checked and identity has been established using the CrimCheck 100-point check methodology.

Police check applications (consent) are processed by People and Culture through CrimCheck in accordance with contractual obligations.

When a police check is completed, JSS will retain the original completed consent and acknowledgement forms for a minimum period of 13 months (with a maximum of 15 months). Confirmation that a police check has been conducted will be retained throughout the individual's engagement with JSS.

In cases where employees are utilised from other organisations, the requirements and procedures for ensuring all staff have completed a police check prior to engagement with our clients will be stipulated in the Service Agreement.

#### ***International Police Check:***

As well as an Australian national police check, applicants who have resided continuously in an overseas country for 12 months or more in the last 10 years must provide JSS with a satisfactory international police check (at own cost) prior to a formal offer of employment.

Information on how to obtain international police checks can be found on the Department of Immigration's website: [www.immi.gov.au/allforms/character-requirements/](http://www.immi.gov.au/allforms/character-requirements/)

Applicants must be informed through the recruitment process of the requirement to provide an international police check should the above criteria apply.



Where an international police check cannot be obtained or one month has lapsed since the applicant was informed of the requirement for an international police check, a statutory declaration [Appendix 2] from the applicant and 2 character reference checks from individuals who personally knew the applicant while they were residing in the other country must be completed. The credentials of the persons acting as referees must be verified and can include previous employers, government officials and family members. The applicant must be informed that referees will be asked whether they have knowledge or information concerning the applicant which would adversely affect the applicant from performing the job, including any criminal offences.

Before conducting overseas reference checks, the People and Culture department will ascertain from the applicant the steps they have taken to try to obtain an international police check. International police checks required for visa applications to work in Australia cannot be transferred and are not recognised by the DHHS. Therefore, they will not be accepted by JSS.

#### **4.2 Pre-placement Police Checks**

All prospective students are required to provide (at their own cost) a national criminal record check (police check) prior to a formal agreement for placement. The date of issue on the National Police Certificate must not be more than 3 months at commencement of placement. A disclosable police record will be assessed as per clause 5.4 of this policy.

For international students or students who have resided in an overseas country for 12 months or more in the last 10 years, as they are only in Australia for a short period, the requirement for obtaining an international police check is waived. However, they must complete a Statutory Declaration [Appendix 3] declaring they do not have:

- Any charges laid against them by police concerning any offence committed in Australia or in another country in the past; or
- Any offence of which they have been found guilty, committed in Australia or in another country in the past.

The Statutory Declaration must be provided to JSS prior to a formal agreement for placement. The National Police Certificate will be returned to the student on the final day of placement.

#### **4.3 Post-employment Police Checks, including volunteers**

National police checks must be conducted once every three years on all existing employees and volunteers covered by the scope of this policy.

A 3-yearly police check can only be requested (lodged with CrimCheck) after a National Police Checking Service (CrimCheck) *informed consent form* and a Junction Support Services' (JSS) *Consent to Release Police History Information to a Third Party form* (Appendix 1) has been completed by the

applicant whose name will be checked and identity has been established using the CrimCheck 100-point check methodology.

When a 3-yearly police check is completed, JSS will retain as its permanent records the original completed consent and acknowledgement forms and confirmation that a police check has been conducted.

There is no further requirement for an international police check after employment (paid/unpaid) has commenced.

#### **4.4 Police Check Resulting in a Disclosable Record**

A disclosable police record (national/international) does not automatically preclude a person from a job or placement with Junction Support Services (JSS). JSS must not discriminate on the grounds of a criminal record when making a decision. It is not an act of discrimination to find a person unsuitable for a particular role if the criminal record means that the individual is unsuitable to perform the inherent or essential requirements of that role or poses an unreasonable risk for clients, staff and the organisation.

The People and Culture Department will manage the assessment process in conjunction with the CEO, including communication with the Department of Health and Human Services (DHHS), for all police checks requested by JSS that result in a disclosable record. In order to determine a person's suitability for employment, placement or ongoing employment assessment of the disclosable record is made in accordance with the assessment criteria detailed below.

##### ***Assessment Criteria:***

- The relevance of the criminal offence in relation to the job or placement.
- The nature of the offence and the relationship of the offence to the particular job or placement for which the applicant is being considered.
- Whether the person pleaded guilty.
- Whether the person had legal representation when making the decision to plead guilty or not guilty.
- The length of time since the offence took place.
- Whether the person was convicted or found guilty and placed on a bond.
- Whether there is evidence of an extended police record.
- The number of offences committed which may establish a pattern of behaviour which renders the applicant unsuitable.
- Whether the offence was committed as an adult or juvenile.
- The severity of the punishment imposed.
- Whether the offence is still a crime, that is, has the offence now been decriminalised.
- Whether there are other factors that may be relevant for consideration.
- The person's general character since the offence was committed.

***JSS Police Check Assessment Panel:***

The Assessment Panel for all police checks resulting in a disclosable record shall comprise of the People and Culture Manager or a People and Culture Officer (whomever undertakes the assessment), the CEO and two members of JSS' Committee of Management, with one, wherever practicable, being the Chairperson.

1. The People and Culture representative shall interview (Skype may be an option) the prospective applicant or existing employee to assess the disclosable police record following the above assessment criteria; reminding the applicant or existing employee that JSS is required to discuss their Police History Information with applicable authorities in DHHS.
2. The People and Culture representative shall convene a JSS Police Check Assessment Panel, providing the Assessment Report to Panel members prior to the Panel convening.  
*Note: The criminal history information contained in the police check results is not to be copied verbatim in the Assessment Report. A summary only is provided.*
3. The Assessment Panel shall determine their engagement suitability based on the assessment criteria listed above. The People and Culture representative shall document the Panel's decision and rationale on the Assessment Report.
4. The People and Culture representative shall inform the applicant or existing employee of the decision and the rationale.

JSS' decision not to employ a person or provide a placement, based on the thorough assessment, is final. An appeal process does not apply.

***Communication with the Department of Health and Human Services (DHHS):***

In the event of an affirmative decision by JSS' Police Check Assessment Panel, the People and Culture department is required to discuss the decision and rationale with DHHS' Ovens Murray Area Director prior to informing the applicant or existing employee. The Area Director cannot direct or override the decision but should provide their opinion regarding JSS' decision. Following the discussion, the Area Director should send an email to the People and Culture representative to confirm the outcome of the discussion. The Area Director's email shall be attached to the Assessment Report.

In the event of a disclosable police record, whether or not JSS' Police Check Assessment Panel decides to employ the applicant, JSS has the obligation to notify the Disability Worker Exclusion Scheme Unit of that record. A notification is made online through the DWES portal, once a check has been raised.

All documentation relating to a person's police check must be shredded in the event of no formal offer of engagement, or upon termination of employment.

## **7. RECORDS AND CORRESPONDENCE**

This policy applies to all existing and prospective JSS employees, volunteers, students and where applicable contractors.

## **8. BREACH OF THIS POLICY**

Any breach of this policy may result in disciplinary action, up to and including termination of employment. Disciplinary procedures that can be actioned by Junction Support Services (JSS) will be in line with JSS' *Disciplinary Policy and Procedure*. If an individual's conduct results in a breach under law, they may also be personally liable.

**Police Check Resulting in a Disclosable Record****CONSENT TO RELEASE POLICE HISTORY INFORMATION TO A THIRD PARTY**

Junction Support Services (JSS) is a funded organisation of the Department of Health and Human Services (DHHS). Under its Service Agreement with DHHS, JSS has an obligation to discuss with appropriate authorities in DHHS national and, where applicable, international disclosable police records of prospective employees, volunteers and students and of existing employees and volunteers. The purpose of these discussions is for DHHS to monitor JSS' application of safety screening.

In the event that my police check results in a disclosable record I,  
(full name) ....., of  
(address)..... hereby consent to Junction  
Support Services discussing my police record with the Department of Health and Human Services'  
Ovens Murray Local Connections Manager and Ovens Murray Area Director.

Signature: .....

Date: .....

**SAFETY SCREENING STATUTORY DECLARATION – REFUGEES/ASYLUM SEEKER**

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[full name]

of

---

[address]

do solemnly and sincerely declare that I have fully disclosed in writing to [organisation], all details of:

- any charges laid against me by police concerning any offence committed in Australia or in another country in the past
- any offence of which I have been found guilty, committed in Australia or in another country in the past
- any formal disciplinary action taken against me by any current or former employer
- any finding of improper or unprofessional conduct by me by any Court or Tribunal of any kind
- any investigations I have been the subject of by an employer, law enforcement agency or any integrity body or similar in Australia or in another country

and that a copy of my responses to the above issues which I have provided to [organisation] as part of the recruitment process to a position of the [organisation] is attached hereto.

I acknowledge that this declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury.

Declared at:

---

On the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

---

Signature of person making this declaration

[to be signed in front of an authorised witness]

Before me,

---

Signature of Authorised Witness

**The authorised witness must print or stamp his or her name, address, and title under section 107A of the Evidence (Miscellaneous Provisions) Act 1958 (Vic). (e.g. Justice of the Peace, Pharmacist, Police Officer, Court Registrar, Bank Manager, Medical Practitioner, Dentist, some public servants)**

**SAFETY SCREENING STATUTORY DECLARATION – STUDENT PLACEMENT**

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[full name]

of

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[address]

do solemnly and sincerely declare that I have fully disclosed in writing to [organisation], all details of:

- any charges laid against me by police concerning any offence committed in Australia or in another country in the past
- any offence of which I have been found guilty, committed in Australia or in another country in the past

and that a copy of my responses to the above issues which I have provided to [organisation] as part of the recruitment process to a position of the [organisation] is attached hereto.

I acknowledge that this declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury.

Declared at:

---

On the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

---

Signature of person making this declaration  
[to be signed in front of an authorised witness]

Before me,

---

Signature of Authorised Witness

**The authorised witness must print or stamp his or her name, address, and title under section 107A of the Evidence (Miscellaneous Provisions) Act 1958 (Vic). (e.g. Justice of the Peace, Pharmacist, Police Officer, Court Registrar, Bank Manager, Medical Practitioner, Dentist, some public servants)**