

*"People Making Time for People."*

**APPLICATION PACKAGE**  
**Position: Project Officer**  
**CASH: \$82,780 - \$84,544.60**  
**Status & Location: Full Time,**  
**Perth**  
**Contract to July 2021.**

Dear applicant

We thank you for your interest in Centrecare.

This application package contains the relevant Duty Statement and Selection Criteria as well as information about the documentation you should submit for the position you have indicated interest in.

If you would like the opportunity to join our committed team and help deliver the extensive range of services that Centrecare provides to thousands of individuals, couples and families, the following pages will assist you in addressing the Selection Criteria and lodging your application by **5pm Friday 29 January 2021**.

If you have the relevant skills, knowledge and experience to address the Selection Criteria, along with a National Police Certificate and a Working With Children Check card (where applicable) we encourage you to submit an application.

Please be advised if sending by e-mail, we only accept applications in the following formats: Word 97-2003 and Adobe PDF.

If you have any questions or comments about the information you have received, please contact our Human Resources Officer on **(08) 9325 6644**. We welcome your call.

We look forward to receiving your application.



**CENTRECARE**  
*"People Making Time for People"*

ABN 98 651 609 161

[www.centrecare.com.au](http://www.centrecare.com.au)

**Perth**

456 Hay Street

Perth WA 6000

Tel +61 8 9325 6644

Fax +61 8 9221 3631

Email: [enquiries@centrecare.com.au](mailto:enquiries@centrecare.com.au)

[centrecare.com.au](http://centrecare.com.au)

**Other  
Locations**

Bunbury

Cannington

Esperance

Gosnells

Joondalup

Kalgoorlie

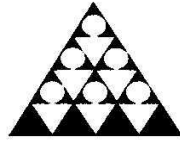
Leonora

Midland

Mirrabooka

Victoria Square

***“People Making Time for People.”***



**Centrecare**  
***“People Making Time for People.”***

**WHAT IS INCLUDED IN THIS APPLICATION PACKAGE?**

**1. DUTY STATEMENT**

**2. SELECTION CRITERIA**

**3. PREPARING YOUR APPLICATION**

**4. DOCUMENTATION TO SUPPLY WITH YOUR APPLICATION**

- 4.1. Statement of Claims for Selection Criteria
- 4.2. Provide your Resume (Curriculum Vitae)
- 4.3. Name and contact details of two referees
- 4.4. National Police Certificate/Working with Children Check Card

**5. CLOSING DATE**

**6. LODGING YOUR APPLICATION**

**POSITION TITLE:** Project Officer – Therapeutic Framework

**STATUS:** Full Time

**REPORTS TO:** General Manager

## **1. OVERALL PURPOSE**

- 1.1. Assist in the review and updating of the Therapeutic Framework best practice processes and documentation within service delivery.
- 1.2. Provide training to staff in the Centrecare's Therapeutic Framework.
- 1.3. To drive, support and work within Centrecare's Therapeutic Framework to ensure consistency in program design, program application (integrity), service delivery, and outcome measurement across the agency.

## **2. SPECIFIC RESPONSIBILITIES**

- 2.1. Facilitate and assist the organisation to revise and implement policies, practice, and procedures to ensure best practice service delivery to clients.
- 2.2. Implement quality improvement activities within the scope of the project assigned.
- 2.3. Provide training and coordinate the implementation at different stages of the project.
- 2.4. To plan, develop and coordinate implementation of projects and community resources.
- 2.5. To report project aims, objectives and outcomes, as required by the General Manager.
- 2.6. Undertake data collection and reporting as specified by the agency to support continuous improvement and to inform evaluation.
- 2.7. Use Best Practice Indicators as a guide for service approach and intervention.

## **3. PROFESSIONAL DEVELOPMENT**

- 3.1. During the first two weeks of employment, participate in the orientation program.
- 3.2. Read appropriate professional literature, including journals, articles, and books.
- 3.3. Receive regular supervision and consultation.

## **4. GENERIC RESPONSIBILITIES**

- 4.1. Abide by relevant professional ethics and agency policies and procedures.
- 4.2. Attend agency staff meetings, team meetings and other meetings as required.
- 4.3. Always ensure appropriate dress in accordance with the requirements of the Centrecare Dress Code Guidelines.
- 4.4. Ensure that conduct is always professional in manner and in accordance with agency expectations.
- 4.5. Ensure the efficient use and maintenance of materials and equipment.
- 4.6. Comply with Agency Health, Safety and Environmental procedures, such as ensuring the establishment and maintenance of a healthy and safe work environment that protects personnel, clients, facilities, equipment, visitors and the environment.
- 4.7. Contribute to and be part of the organisational culture, where teamwork, cooperation, client service, quality, safety, confidentiality, and a positive work environment are the focus.

- 4.8. Maintain a high level of skill in Microsoft Office and/or other similar computer packages relevant to the position.
- 4.9. Demonstrate through practical application, sensitivity to and awareness of cultural diversity.
- 4.10. Maintain all professional accreditations, police clearances, licenses, and refresher courses as per program/agency requirements.
- 4.11. Participate in professional development both internally and externally.
- 4.12. Report any problems, suggestions.
- 4.13. Respond to, action, and record any complaints.
- 4.14. To maximise the wellbeing of children and to be safe.
- 4.15. Any other duties as directed by the Manager.

## **5. COMPETENCIES**

- 5.1. Ability to be an effective member of a team or to work autonomously.
- 5.2. Ability to support other staff within the team to achieve the service outcomes.
- 5.3. Creativity.
- 5.4. Well-developed Communicational Skills – written and verbal.
- 5.5. Decisiveness.
- 5.6. Displays a commitment to provide 'value adding' services.
- 5.7. Displays an ability to stay calm in stressful situations.
- 5.8. Earns others' trust and respect through honesty and professionalism
- 5.9. Pays close attention to detail.
- 5.10. Initiative and Self-motivation.
- 5.11. Interpersonal skills.
- 5.12. Organisational Awareness.
- 5.13. Possessing relevant qualification related to position.
- 5.14. Shares knowledge and skills with others to achieve outcomes.
- 5.15. Solution focused approach to problem solving.
- 5.16. Fosters effective, consistent, and collaborative working relationships.
- 5.17. Understands and learns from what others say.
- 5.18. Understands legislation, regulations and external standards that apply to relevant work practices.

## **Selection Criteria**

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### **ESSENTIAL CRITERIA**

1. National Police Clearance - before commencement you will be required to provide a National Police Certificate.
2. Recognised tertiary level qualifications in Psychology or Social Work or related disciplines, and/or demonstrated team leader experience in the social services sector;
3. Specialist knowledge of community services and service delivery gained through experience, education, or training.
4. Understanding of the existing therapeutic framework and contract delivery requirements
5. Demonstrated experience in developing, leading, and delivering training programs.
6. Strong conceptual and analytical skills.
7. The ability to work effectively with key stakeholders, including senior management and achieve outcomes through influence.
8. Well-developed communication skills and attention to detail.
9. Strong organisational skills with the capability to prioritise work



## **1. Preparing your application**

Your application should be typed, however, if this is not possible ensure that your written application is clear.

***Please note the closing date for advertised vacancies as late applications cannot be accepted.***

## **2. Documentation to Supply with Your Application**

Please include the following documentation when submitting your application:

### **Statement of Claims for Selection Criteria**

The selection criteria will specify the minimum competencies required for the position.

When preparing your statement please:

- Address and demonstrate that you meet the essential and desirable criteria.
- Treat each criterion separately.
- Provide a brief statement outlining your experience, skills and knowledge to each criterion. Briefly indicate achievements which demonstrate your application of the required skills or knowledge.

### **Provide your Resume (Curriculum Vitae) including:**

- Personal details
- A summary of your work history
- Academic and/or training achievements, including any you are currently undertaking
- Any activities you have undertaken outside of work which are relevant to the application
- Copy of your qualification(s)

### **Provide Two Referees**

- It is suggested you contact your referees as a courtesy prior to nominating them in your application. Indicate means of contact, work addresses and daytime telephone numbers
- Only referees who can comment on your work performance should be included. If possible, one of the referees should be your current supervisor/manager.

### **National Police Certificate/Working with Children Check Cards**

It is a condition of employment for all positions at Centrecare that a valid National Police Certificate (issued within the past 12 months) is sighted prior to any job offer being made. We therefore encourage all applicants to include a copy of their certificate with their application, or bring to interview if they are short-listed. A National Police Certificate can be obtained by applying at your local Post Office.

Additionally, some applicants will be asked to supply a Working with Children Check card dependant on the criteria of the position applied for.

**Closing Date**

Your complete application must be received by the Human Resources Department prior to the deadline of the advertised closing date.

Late applications cannot be accepted.

**Lodging your application**

Applications can be accepted : [www.seek.com.au](http://www.seek.com.au)

Emailed applications will also be accepted in Microsoft Word or PDF format. Email to:

[humanresources@centrecare.com.au](mailto:humanresources@centrecare.com.au)

Please do not hesitate to contact us on (08) 9325 6644 if you have any questions or comments.