



ST CARTHAGE'S COMMUNITY CARE OVERVIEW

St Carthage's Community Care is auspiced by the Trustees of the Roman Catholic Church Diocese of Lismore and has been managing a range of community programs for more than 20 years. St Carthage's Community Care operates within a governance model with a Care Services Advisory Board responsible for setting strategic directions and policy.

The CEO, Community Services Manager and Coordinators form the Management Team which is responsible for implementing the strategic directions set by the Board and regular reporting against the Strategic Plan.

St Carthage's Community Care manages 7 services for older people, people with disabilities and their carers on the Far North Coast of NSW. St Carthage's Community Care services are funded by a number of government departments including the NSW Department of Ageing, Disability and Home Care (DADHC), Australian Government administered through the Department of Health and Ageing (DoHA) and the Department of Families, Housing and Community Services, and Indigenous Affairs (FaHCSIA).

OUR STATEMENT OF PURPOSE

Our Vision

St Carthage's Community Care aspires to be:

- A highly regarded, client focused, professionally delivered service that is responsive to individual and community needs.
- Instrumental in identifying the gaps in community needs and available services. To be effective in making positive changes to address these gaps.

Our Mission

Under the auspice of the Catholic Church in the Diocese of Lismore the mission of St Carthage's Community Care is:

- To provide care to all people, enriching, empowering and maximising the potential of all individuals, couples and families through a range of high quality and professional services regardless of sex, religion, race or nationality.
- To lead a progressive, professional, pioneering team of staff and volunteers
- To provide service to the communities across the Far North Coast of NSW

Our Values

- *Integrity* – we are ethical, honest and trustworthy in our dealings with all people
- *Compassion* – we work to fill our client's lives with dignity, respect and joy.
- *Confidentiality* – we pride ourselves in how we respect our clients right to privacy
- *Respect* – we value each other and acknowledge our differences by actively listening to all points of view
- *Community* – together we create safe, comfortable and encouraging environments where people can grow and thrive personally and professionally
- *Accountability* – to manage and conduct the service in accordance with guidelines that maximise benefits and outcomes for clients



St Carthage's Community Care

List of Services

<p>1. Community Aged Care Package (CACP) A CACP is a planned, coordinated service (Case Managed) designed to assist people with complex care needs, equivalent to residential low care (ACAT approval required). Services may include personal care, transport within LGA, light housekeeping, meal preparation, respite, shopping, medication supervision and socialisation.</p>	<p>Lismore Casino Kyogle Nimbin & Surrounding Villages</p>
<p>2. Extended Aged Care at Home package (EACH) An EACH package is a planned coordinated service (Case Managed) designed to assist people with complex care needs, equivalent to residential high care (ACAT approval required). Services may include assistance with personal care, medication supervision, nutrition, continence management, behaviour/cognition, social support, minor home modifications, light housekeeping, complex nursing, therapy program, mobility/transfer, communication, meals assistance.</p>	<p>Lismore Casino Kyogle Nimbin & Surrounding Villages.</p>
<p>3. Extended Aged Care at Home Dementia (EACH D) EACHD packages are individually planned and coordinated packages of care tailored to help frail older people who have been assessed as experiencing behaviours of concern and psychological symptoms associated with dementia.</p>	<p>Lismore Surrounding Villages</p>
<p>4. SENIORS DAY CLUB St Carthage's Seniors provides Centre Based Day Respite for older people residing in their own homes. Clients are offered the opportunity to participate in a recreational and leisure activity program. The centre operates 3 days per week.</p>	<p>Lismore Casino</p>
<p>5. RESPITE PROGRAM This Cottage based respite model encourages adults with an intellectual disability to participate in activities within their community. The Cottage operates 7 days a week offering out of Home respite incorporating respite plans with Individual Service Plans to ensure continuity for the clients and their carers.</p>	<p>Lismore LGA</p>
<p>6. BREAKAWAY RESPITE Breakaway provides flexible respite options for Older Carers of an Adult Child over 25 with a disability. Respite provided is family orientated and individually tailored for each client.</p>	<p>Far North Coast</p>
<p>7. PRIVATE/BROKERAGE SERVICES Available services include: personal care, transport, housekeeping, shopping, laundry, post hospital care, respite and socialisation.</p>	<p>Lismore LGA Richmond Valley LGA</p>
<p>8. SENIORS RESPITE SERVICE This flexible respite service is for carers of frail older people, people with dementia and people with dementia and challenging behaviours. Respite can be provided in the persons own home, at the community centre, in small groups accessing the community, or at the respite cottage in small groups.</p>	<p>Lismore LGA Richmond Valley LGA</p>
<p>9. INTERNET KIOSK The kiosk features two computers with broadband access for use by older members of our local community. Training is provided by qualified volunteers on how to use the computers and surf the internet.</p>	<p>Lismore LGA</p>

Applying for a Position with St Carthage's Community Care

Writing your application

It is important to prepare a good application to demonstrate why you are the best person for the position. Your application will be used to decide whether you are selected for an interview.

Your application should include

- **A written statement** about how you meet the Selection Criteria for the position. See Page 6 for a guide on how to write responses to selection criteria. Applications which do not have adequate statements for each one of the essential criteria are generally not considered for an interview.

- **An up-to-date Resume.** A resume should contain an outline of your employment history starting with the most recent position. A resume should also include your education (including tertiary qualifications), training and professional development courses you have attended/completed and your personal details.

Helpful Hint: employment history can include paid and unpaid work, and should include dates, positions held, name of employer or organisation and a brief outline of duties undertaken.

Helpful Hint: Check that the information in your resume supports your statements about how you meet the criteria.

- **The names, phone numbers and email addresses (if applicable) of two referees** (at least one referee should be a recent supervisor, if possible). Briefly explain how you know each of your referees e.g. is this referee a supervisor, co-worker?

Helpful Hint: Give your referees some information about the position you are applying for, including the selection criteria, as they may be contacted by a member of the selection panel.

- A completed and signed **Police Check Form**. **PLEASE NOTE:** *It is part of St Carthage's Community Cares' Employment Policy that you complete our **Police Check Form**. This form is located at the end of this package. We will need them completed and returned to us for submission, before your eligibility for the position can be approved.*

- A completed and signed St Carthage's Community Care **Employment Application Form**.

Guide to Writing Your Statements about How You Meet the Selection Criteria

Make a **separate heading** for each of the criteria in preparing your application. Read the criteria carefully and underline key words.

Helpful Hint: It is not sufficient to state in one sentence that you have good skills and /or have previous experience for each of the criteria.

Helpful Hint: Under each of the separate headings you have written for the criteria, you need to describe when, for how long, where and some detail on the tasks or responsibilities you carried out in examples from your own experience.

Key Words in Selection Criteria and their Meaning

Demonstrated: (skills, knowledge or experience) you need to give examples from your experience to **prove** you have this kind of skill, knowledge or experience

Ability to: you do not need to have done this task or kind of work before, but you need to explain and describe how some examples from your skills, knowledge and experience shows that you are capable of doing this task.

Experience in: give some examples from your own experience - for each example describe where, when and for how long you carried out particular tasks or responsibilities. Give some detail about these tasks or responsibilities.

Effective, Proven, Highly Developed, Superior: these words all ask you to show your level of achievement. Give examples from your experience and explain for each example how well you performed or how positively your work contributed to the organisation.

Good communication skills: This is about showing you have the communication skills needed to do the job. You could include examples of your skills and experiences in dealing with and talking to people or solving problems using your communication skills, and briefly describe the kinds of letters, reports, client notes or other writing tasks you've been required to do in your experience.

St Carthage's Community Care Merit Selection Process

Short List

This is a process carried out by the members of the selection panel after the closing date for applications.

- They review all applications submitted for the position against each of the selection criteria.
- A "short list" of applicants to be interviewed is created.
- If a large number of applicants meet all the selection criteria, the panel will assess and rank applications as to how well they meet the criteria.
- Applicants selected for interview will be those whose applications most strongly meet the criteria.

The Interview

If you are short-listed, you will be contacted at least three (3) working days before the interview.

- You will be advised of the time, date and location of your interview, and who the panel members are.
- If you are unable to attend your interview at the appointed time, you may be able to negotiate an alternative time depending on the availability of the selection panel members.
- Questions in the interview will always relate to the selection criteria, the functions of the job, your skills, knowledge and experience.
- On arrival, you will be given the list of interview questions with time to make notes.
- The selection panel will base its decision on the information provided by you in the interview and in your application. **This means that you should assume that the panel knows nothing of your background, skills or experience.**
- You will be given the opportunity to ask questions.
- At the end of the interview you will also be asked to return any written notes / responses to interview questions.

Some common problems during an interview

- ***You do not fully understand the question:*** You should ask for the question to be repeated or asked in a different way.
- ***Your mind goes blank on a matter that you know about:*** Raise the points that you can remember and ask if you can return to the question at the end of the interview.
- ***You remember something about an earlier question:*** Refer to the earlier question at the end of the interview and provide the additional information.
- ***You know a lot about a topic but are not sure how much detail is required:*** Summarise the main points and ask if there are any points you should expand on.
- ***You feel uncomfortable about the seating arrangements or need some water:*** Inform the convenor (the person who introduced you to the other members of the panel)

After the interview

After all interviews are completed the panel will rank the applicants who are considered to be suitable for the position.

- Referees of the highest ranked applicants are contacted for a selection report against the criteria.
- After the referees' reports have been considered, the panel will recommend an applicant for the position.
- Appointment of the successful applicant to the position will be subject to a satisfactory Criminal Record check.
- The position will be offered to the successful applicant verbally and then by a letter of offer.
- Once the offer is accepted other applicants who were interviewed will be informed by phone or letter of the outcome of the interview, and all unsuccessful applicants will be advised in writing of the outcome of the selection process.
- Unsuccessful applicants who were interviewed will be offered the opportunity to discuss the outcome of their application with the convenor by phone.



ST CARTHAGE'S COMMUNITY CARE EMPLOYMENT APPLICATION FORM

Position Applied For:

Full time:

Part Time:

Casual:

PERSONAL INFORMATION

Family Name:

Date of Birth:

Given Names:

Title: Dr Mr Ms Mrs Miss

Home Address:
(Include
postcode)

Postal
Address:
(Include
postcode)

Phone Numbers:

Home:

Work:

Mobile:

Other:

Email Address:

Do you have a
current first aid
certificate?

Yes

No

If yes, Expiry Date:

Do you have a
current NSW
driver's licence?

Yes

No

Class:

Number:

Do you own a
registered motor
vehicle?

Yes

No

Vehicle Registration Number:

Is your vehicle
comprehensively
insured?

Yes

No

Insurance Details and Policy Number:

If you're not an Australian Citizen please indicate your Visa status:

To the best of your knowledge do you have, or have you had, any disability or medical condition which may put you at risk or affect your ability to perform the duties of the position? If yes, please provide details below:

Yes

No

You may be eligible for a traineeship. Do you give permission for your contact details to be given to a traineeship company to contact you?

Yes

No

EDUCATION and TRAINING

Name of School

Years Attended:

Awards Achieved:

Name of School	Years Attended:	Awards Achieved:

TERTIARY / TRADE STUDIES

College / University	Years Attended:	Awards Achieved:

PREVIOUS WORK HISTORY

Employers Name and Address	Employed As (Position / Particulars)	Period employed (From...To)	Reason for leaving

REFEREES

(You need to supply 2 work referees and 1 needs to have been a supervisor)

NAME:**Contact Numbers:****Email:****Relationship to applicant:****NAME:****Contact Numbers:****Email:****Relationship to applicant:****How did you find out about this position vacancy :-**Newspaper Website

Referred by _____

Applicant Signature:**Date:**

National Criminal History Check Application Form

APPLICANT DETAILS			
Family name/surname:			
First given name:		Other given names:	
Date of Birth:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	Telephone:	
E-mail address:			
Previous or other names <i>(include former, maiden, alias etc. If more room is required, list on a separate sheet, sign and attach to this form)</i>			
Previous /other surname:		Previous /other given name/s:	
Previous /other surname:		Previous /other given name/s:	
Were you born in Australia?			
YES <input type="checkbox"/> ▶ Please record	Suburb/town of birth:		State:
NO <input type="checkbox"/> ▶ Please record	Country of birth:		

ADDRESS DETAILS		
Current residential address in Australia		
Unit number/street number/street name:		
Suburb/town/locality:	State:	Postcode:
Previous residential address in Australia		
Unit number/street number/street name:		
Suburb/town/locality:	State:	Postcode:

IDENTIFICATION DETAILS	
Driver licence number:	State issued:
Passport number:	Country:
Other identification type:	Number:

EMPLOYMENT DETAILS	
Title of Position:	Volunteer: YES <input type="checkbox"/> NO <input type="checkbox"/>

OFFICE USE ONLY		ST CARTHAGES COMMUNITY CARE – 00037	
100 points of identification sighted: YES <input type="checkbox"/> NO <input type="checkbox"/>	Signature:	Date:	
Statutory Declaration Completed: YES <input type="checkbox"/> NO <input type="checkbox"/>	Signature:	Date:	

CONSENT TO OBTAIN PERSONAL INFORMATION

I, _____ hereby:
Family name / surname (current) Given name/s (current)

1. acknowledge that I have read the Spent Conviction Schemes section of the Information sheet and understand that Spent Convictions legislation (however described) in the Commonwealth and may States and Territories protects "spent convictions" from disclosure;
2. understand that the position/entitlement for which I am being considered is in a category for which a PARTIAL exclusion has been granted from the application of the Spent Convictions legislation and that "spent convictions" and findings of guilt relating to me of a type listed below will be released:

Serious offences, sexual offences, offences against the person, for which an exclusion has been granted in respect to my application for employment/engagement in positions/occupations involving the care, instruction or supervision of vulnerable persons (including children, aged persons and people with a disability);
3. have fully completed this Form, and the personal information I have provided in it relates to me, contains my full name and all names previously used by me, and is correct;
4. acknowledge that the provision of false or misleading information is a serious offence;
5. acknowledge that I am providing information to the CrimTrac Agency (an agency of the Commonwealth of Australia) and the Australian police services by consenting to the Catholic Commission for Employment Relations providing personal information about me from this Form;
6. consent to:
 - i. the CrimTrac Agency disclosing personal information about me to the Australian police services; the Australian police services disclosing to the CrimTrac Agency, from their records, details of convictions and outstanding charges, including all findings of guilt or the acceptance of a plea of guilty by a court, that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and, in the absence of any laws governing the disclosure of this information, disclosing in accordance with the policies of the police service concerned;
 - ii. the Australian police services disclosing to the CrimTrac Agency, from their records, details of convictions and outstanding charges, including all findings of guilt or the acceptance of a plea of guilty by a court, that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and, in the absence of any laws governing the disclosure of this information, disclosing in accordance with the policies of the police service concerned;
 - iii. the CrimTrac Agency providing the information disclosed by the Australian police services to the Catholic Commission for Employment Relations in accordance with the laws of the Commonwealth;
 - iv. the Catholic Commission for Employment Relations disclosing to St Carthage's Community Care personal information about me to assess my suitability in relation to my employment; and
7. acknowledge that any information provided by me on this Form, or by Australian police services, may be taken into account by St Carthage's Community Care in assessing my suitability for employment or other engagement.

Signature: _____

Date: ____ / ____ / ____

Note: The information you provide on this Form, and which the CrimTrac Agency provide to the Catholic Commission for Employment Relations on receipt of the Form, will be used only for the purpose stated above unless statutory obligations require otherwise.

GENERAL INFORMATION

This Form is used as part of the assessment process to determine whether a person is suitable for employment or other engagement with St Carthage's Community Care.

Unless statutory obligations require otherwise, the information provided on this Form will not be used without your prior consent for any purpose other than in relation to the assessment of your suitability. You may be required to complete another consent form in the future in relation to employment in other positions within St Carthage's Community Care.

NATIONAL CRIMINAL HISTORY CHECK

A national criminal history check is an integral part of the assessment of your suitability.

Information extracted from this Form will be forwarded to the CrimTrac Agency and other Australian police services¹ for checking action. By signing the Form you are providing your consent to these agencies:

- a) disclosing criminal history information that pertains to you from their own records to the Catholic Commission for Employment Relations for onward transmission to St Carthage's Community Care and/or
- b) accessing their records to obtain criminal history information that in turn will be disclosed to Catholic Commission for Employment Relations for onward transmission to St Carthage's Community Care.

Such criminal history information may include outstanding charges, and criminal convictions/findings of guilt recorded against you that may be disclosed according to the laws of the relevant jurisdiction and, in the absence of any laws governing the release of that information, according to the relevant jurisdiction's information release policy.

It is usual practice for an applicant's personal information to be disclosed to Australian police services for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

SPENT CONVICTIONS SCHEMES

Child-related employment screening has been conducted around Australia for many years in an attempt to minimise the risk of harm to children from persons responsible for their care and supervision. A key component of this is the provision of criminal history information (including "spent" convictions and findings of guilt of prescribed/specified offences) to employers and authorised screening organisations. In certain states child-related employment screening processes are governed by legislation.

New South Wales

In New South Wales the *Criminal Records Act 1991* (NSW) governs the effect of a person's conviction for a relatively minor offence if the person completes a period of crime-free behaviour, and makes provision with respect to quashed convictions and pardons.

A "quashed" conviction is a conviction that has been set aside by the Court. A "pardon" means a free and absolute pardon that has been granted to a person because he/she was wrongly convicted of a Commonwealth, Territory, State or foreign offence.

In relation to NSW convictions, a conviction generally becomes a "spent conviction" if a person has had a ten year crime-free period from the date of the conviction. However, certain convictions may not become spent convictions. These include:

- where a prison sentence of more than six (6) months has been imposed (periodic or home detention is not considered a prison sentence);
- convictions against companies and other corporate bodies;
- sexual offences pursuant to the *Criminal Records Act 1991*; and
- convictions prescribed by the regulations.

For more information on spent convictions in NSW contact NSW Privacy - website: www.lawlink.nsw.gov.au/privacynsw, phone: (02) 8688 8585, email: privacy_nsw@agd.nsw.gov.au.

Other Australian police services

Where a criminal history record with another Australian police service has been obtained, any relevant legislation (and/or release policy) affecting that police service will be applied before that record is released. Under various pieces of Commonwealth, State and Territory legislation a person has the right, in particular circumstances or for a particular purpose, to not disclose certain convictions/findings of guilt. Such convictions (widely referred to as "spent" or "rehabilitated" convictions) will be released in accordance with relevant legislation (and/or release policy). Please contact individual police services directly for further information about their release policies and any legislation that affects them.

PROVISION OF FALSE OR MISLEADING INFORMATION

You are asked to certify that the personal information you have provided on this form is correct. If it is subsequently discovered, for example as a result of a check of police records, that you have provided false or misleading information, you may be assessed as unsuitable.

It is a serious offence to provide false or misleading information. You should note that the existence of a record does not mean that you will be assessed automatically as being unsuitable. Each case will be assessed on its merit, so it is in your interest to provide full and frank details in the form.

¹ Australian Federal Police, New South Wales Police Force, Victoria Police, Queensland Police Service, South Australia Police, Western Australia Police, Tasmania Police, Northern Territory Police Force.



HR/PERSONNEL USE ONLY

Name: _____

DOB: _____

'100 Point Check' Validation Check List			
1. Primary Documents (Only one form of identification accepted from this category)	Available Points per Item	70	Points Scored
<ul style="list-style-type: none"> ▪ Birth Certificate ▪ International Travel Document <ul style="list-style-type: none"> ➢ A Current Passport ➢ Expired Passport which has not been cancelled and was current within the preceding 2 years ▪ Citizenship Certificate 			<input style="width: 100%;" type="text"/>
2. Secondary Documents	Available Points per Item	40	Points Scored
<ul style="list-style-type: none"> ▪ Australian Driver's Licence / Permit ▪ Public Service ID Card ▪ Tertiary Student ID Card ▪ Social Security Benefits Card ▪ Trade Certificate / Licence 			<input style="width: 100%;" type="text"/>
3. Tertiary Documents	Available Points per Item	35	Points Scored
<ul style="list-style-type: none"> ▪ Reference from current employer, or previous employer within the last 2 years ▪ A Rating Authority (e.g. Land / Water / Service Rates) 			<input style="width: 100%;" type="text"/>
4. Supplementary Documents	Available Points per Item	40	Points Scored
<ul style="list-style-type: none"> ▪ Advice from Telecommunications Provide (e.g. Account / Listing) ▪ Credit Card / Medicare Card / Health Care Provider Card ▪ Records of a Primary / Secondary / Tertiary educational institution attended within last 10 years ▪ Records of professional or trade association membership 			<input style="width: 100%;" type="text"/>
5. Total Points			Total Points Scored
<ul style="list-style-type: none"> ▪ Points must equal or exceed a total of 100 points 			<input style="width: 100%;" type="text"/>
6. OR Recent Arrival in Australia			Sighted <input style="width: 50px; height: 20px;" type="text"/>
<ul style="list-style-type: none"> ▪ ➢ A Current Passport <p>Immediately before the person most recently arrived in Australia, the person was not ordinarily resident in Australia and, the signatory has been in Australia for less than 6 weeks.</p>			<input style="width: 100%;" type="text"/>
7. Manager Declaration			
I declare that I have verified the identity of the applicant according to the "100 Point Check" Validation Check List.			
<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>		
<Signature of Manager>	<Date>		

Application Checklist (X the boxes)

Please use the checklist to ensure that you have completed all of the requirements of your job application and attached all of the relevant documents.

Have you included?

- A brief covering letter (including your name, day time contact number, address and title of the position you are applying for).
- Your written statements demonstrating how you meet each of the selection criteria
- Your resume including 2 referees
- St Carthage's Community Care Employment Application Form completed and signed
- Criminal History Check Form completed and signed
- Application Checklist

Have you kept?

- A copy of your application.

Have you checked:

- The closing date for this position, and where to send the application.

Pease attach this checklist to your application



ST CARTHAGE'S COMMUNITY CARE ORGANISATIONAL FLOWCHART November 2009

