

"People Making Time for People."



CENTRECARE

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Other Locations

Bunbury

Cannington

Esperance

Joondalup

Kalgoorlie

Lockridge

Midland

Gosnells

APPLICATION PACKAGE

Position: Clinical Supervisor

**Total Package: \$76,953-\$79,680 pro rata
per annum including salary packaging
and superannuation**

**Cash: \$62,815-\$65,342 pro rata per
annum**

**Status & Location: Part time or Casual
available**

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 Monday 8 July 2014**

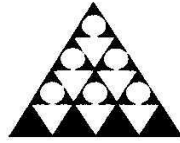
If you have the relevant skills, knowledge and experience to address the Selection Criteria, along with a National Police Certificate and a Working With Children Check card (where applicable) we encourage you to submit an application.

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.

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Centrecare

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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

Clinical Supervisor (Professional Excellence Advisor)

Duty Statement

POSITION TITLE: Clinical Supervisor (Professional Excellence Advisor)

STATUS: Part Time and Casual

REPORTS TO: Principal Advisor to the Director
Professional Excellence & Purpose

OVERALL PURPOSE

- 1.1. To ensure the delivery of high quality services which meet the objectives and outcomes of Centrecare's counselling and outreach programs through the provision of clinical and group supervision, professional development, quality assurance processes and other support.

2. SPECIFIC RESPONSIBILITIES

- 2.1 Provide individual supervision for counselling staff and/or outreach staff
- 2.2 Facilitate group/peer supervision for counselling and/or outreach staff
- 2.3 Oversee clinical observations and facilitate reflective teams using one way mirror work for counselling staff
- 2.4 Oversee observations of home visits for outreach staff
- 2.5 Develop supervision contracts with supervisees and provide clinical practice reviews as required with verbal and written reports to managers and supervisees as prescribed
- 2.6 Ensure counselling and outreach staff work according to agency policy and practice, and maintain relevant data and records consistently and to the minimum standards
- 2.7 Develop and/or review policies that guide clinical and supervision practice
- 2.8 Develop and implement Centrecare's clinical supervision model/s for the agency
- 2.9 Enter supervision data into the online database and maintain and audit those records
- 2.10 Develop and deliver clinical inductions for new staff and refresher programs for current staff
- 2.11 Design, develop and deliver internal clinical training programs as appropriate and as required
- 2.12 Participate in a clinical supervision roster and provide critical incident debriefing
- 2.13 Assist managers with the support and supervision of students on placement as required
- 2.14 Assist managers with identifying professional development plans for supervisees
- 2.15 Assist with the evaluation of clinical practice and programs in the agency
- 2.16 Undertake research and keep abreast of current models of practice and new trends
- 2.17 Offer advice as needed and support supervisees in their efforts to find resources, reading material and information relevant to their practice
- 2.18 Identify and celebrate program successes and good practice in the agency

- 2.19 Work with the Principal Advisor to the Director in supporting all aspects of Professional Excellence and Values implementation strategies in the agency
- 2.20 Uphold the values of Centrecare and support supervisees to reflect those values in their work with clients and with their colleagues
- 2.21 Attend meetings and other relevant activities as required
- 2.22 Act in a professional and ethical manner at all times
- 2.23 Other duties, or special projects, as directed

3. PROFESSIONAL DEVELOPMENT

- 3.1. Receive regular supervision and consultation as per agency policy.
- 3.2. Participate in activities that enhance professional development
- 3.3. Maintain professional reading and knowledge
- 3.4. Develop networks with other relevant professionals in consultation with the Principal Advisor to the Director – Professional Excellence and Mission

4. ADMINISTRATION

- 4.1. Accurately maintain records and reporting procedures in accordance with the requirements of Centrecare Policy.
- 4.2. Maintain all supervisee records, reports and statistics as per Centrecare requirements.

5. GENERIC RESPONSIBILITIES

- 5.1. Ensure that conduct is at all times professional in manner and in accordance with agency expectations.
- 5.2. Abide by relevant professional and agency ethics and agency policies.
- 5.3. Contribute to and be part of the organisational culture, where team work, co operation, client service, quality, safety, confidentiality and environment are the focus.
- 5.4. Maintain a sensitivity toward and awareness of cultural diversity and act accordingly.
- 5.5. Comply with Agency Health, Safety and Environmental procedures, such as ensuring the establishment and maintenance of a healthy and safe work environment to protect personnel, clients, facilities, equipment, visitors and the environment.
- 5.6. Attend agency staff meetings, team meetings and other meetings as required.
- 5.7. Participate in professional development both internally and externally.
- 5.8. Ensure the efficient use and maintenance of materials and equipment.
- 5.9. Maintain a high level of skill in Microsoft Office and/or other similar computer packages relevant to the position.
- 5.10. Respond to, action and record any complaints.
- 5.11. Report any problems and make suggestions to their resolution.
- 5.12. Ensure appropriate dress at all times in accordance with the requirements of the Centrecare Dress Code Guidelines.
- 5.13. Maintain all professional accreditations, police clearances, licences and refresher courses as per program/agency requirements.
- 5.14. Any other duties as directed by the Principal Advisor to the Director.

6. COMPETENCIES

- 6.1. Ability to be an effective member of a team or to work autonomously.
- 6.2. Ability to build a quality service.
- 6.3. Ability to build and maintain a team.
- 6.4. Ability to manage conflict.
- 6.5. Ability to work under pressure and meet deadlines.

- 6.6. Creativity.
- 6.7. Communicational Skills – written and verbal.
- 6.8. Decisiveness.
- 6.9. Displays an ability to stay calm in stressful situations.
- 6.10. Displays prior occupational experience in a field related to the position.
- 6.11. High attention to detail.
- 6.12. Initiative / Self motivational.
- 6.13. Interpersonal skills.
- 6.14. Organisational Awareness.
- 6.15. Possesses relevant qualification related to position.
- 6.16. Provide information to supervisees promoting improvements in work practice.
- 6.17. Solution focused approach to problem solving.

7. MINIMUM QUALIFICATIONS AND EXPERIENCE

- 7.1 Have a minimum 3 year tertiary qualification in Counselling, Psychology, Social Work, Social Sciences, or in a relevant alternative qualification approved by the Principle Advisor to the Director.
- 7.2 Be eligible for, or hold a current membership, and/or accredited status with the AASW, PACWA, Psychologist Association of WA, and/or other relevant professional association approved by the Principle Advisor to the Director – Professional Excellence and Mission
- 7.3 Have a minimum of 3 years supervised clinical practice experience in counselling and/or outreach work.

Clinical Supervisor (Professional Excellence Advisor)

Selection Criteria

MINIMUM CRITERIA

1. Tertiary qualification – Counselling, Social Work, Psychology or recognised equivalent
2. Minimum of three years supervised practice with relevant clinical experience working with individuals, couples and families
3. Experience and/or Knowledge of current theory and practice, child protection, critical incident debriefing, relevant legislation and working in a strengths based approach
4. Experience and/or knowledge around the theories of vicarious trauma and compassion fatigue and their impact on workers
5. Ability to work across cultures
6. Well developed interpersonal and communication skills, written and verbal.
7. Demonstrated ability to provide both individual and group supervision
8. Ability to undertake research, deliver training and clinical inductions
9. Competent computer literacy skills
10. Ability to meet administrative and reporting requirements and deadlines
11. Ability to review and develop clinical policies and procedures
12. Ability to work with the Purpose, Values and Ethos of Centrecare
13. Ability to work from different metropolitan and / or rural Centrecare locations
14. Current West Australian Driver's Licence and access to a road worthy motor vehicle suitable for work purposes that is licensed at standard rate
15. National Police Clearance and Working With Children Check

DESIRABLE CRITERIA

1. Training and / or qualification in Clinical Supervision
2. Previous experience working as a Clinical Supervisor
3. Certificate IV in Workplace Assessment and Training

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 in two ways. Hard copy applications should be fastened in the top left hand corner of the application. *Please do not submit in plastic or cardboard folders.*

Posted or hand delivered applications should be marked "CONFIDENTIAL ADVERTISED VACANCY" and submitted to:

**Human Resources
Centrecare
456 Hay Street
PERTH WA 6000**

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

humanresources@centrecare.com.au

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