

“A great place to work”

Thank you for your interest in a vacancy with St Luke's Anglicare. This could be your opportunity to join a progressive growing organisation with more than 320 staff across central and northern Victoria and southern NSW.

At St Luke's, we provide a range of exciting careers, enabling our staff to be creative and innovative while delivering highly effective services and programs. We offer a range of additional benefits, including above award wages and access to tax-free salary packaging arrangements, which can add significant value to earnings.

We believe that our people are our greatest asset and that talented and engaged staff are the key to organizational success. Our vision is to create a work environment where people choose to stay and continue their journey with the Agency.

St Luke's offers positions to people on the basis of merit. This means staff qualifications, experience, skills and abilities (relevant to the position) are matched to the position requirements. Staff members are supported and challenged in their roles, offered developmental opportunities and have the satisfaction of knowing they have made a difference in the lives of others.

Our Mission:

We work within rural and regional communities to assist people make positive changes, be connected and contribute to their communities. Our practices promote respect, hope and fairness and we challenge any actions that devalue, disadvantage and discriminate.

Our Values:

St Luke's promotes the following values in our work with clients, communities, colleagues, stakeholders and service partners:

- Respect
- Hope
- Fairness
- Quality
- Community
- Commitment
- Openness

Our Services:

Service delivery at St Luke's is built around a commitment to social justice and strengths based client directed practice. A key objective is to promote community inclusiveness and build communities. Our motto *Respect Hope Fairness* emphasises our intention to build respectful partnerships with the individuals, families and the communities we work with.

St Luke's provides a number of programs and services under key service areas. These include:

Child, Youth & Family Services

- Foster Care; Permanent Care/Adoption, Adolescent Community Placement and Placement Intake
- Residential Care and Intensive Case Management Service
- Caregiver Recruitment and Support Services
- Youth Services
- Family Services
- Early Intervention and Children's Services

Community Services

- Neighbourhood & Community Building
- Mental Health & Respite Services
- Supported Accommodation Assistance Program
- Disability Support
- Financial Counselling & Gamblers Help
- Victims Assistance & Counselling Program

Innovative Resources

This is the publishing and bookselling arm of St Luke's. Innovative Resources has created a number of published materials which reflect St Luke's *Respect Hope Fairness* motto. The range includes therapeutic card sets, books and stickers which are used by human service professionals in many different roles, both here in Australia and internationally.

Training & Consultancy

St Luke's service delivery, organisation and community development work is focussed on our strengths based philosophy. We offer training and consultancy in strengths based practice, all centred on our own personal experiences and that of other organisations involved in human service work.

We offer training packages and consult closely with organisations or consultancies, regardless of the service delivery context or field of work. Then we design tailor-made and exciting workshops to meet their unique needs for front-line work, management, strategic planning and/or team work.

The Strengths Approach

St Luke's is committed to strengths based and solution focussed approaches in our work with clients, communities and colleagues. This approach orients us to focus first on listening and identifying the individual person's strengths and resources, to understand clearly their goals and aspirations for the future and to then support them in addressing any barriers. We believe this approach provides better outcomes than those that prioritise the identification of problems and deficits.

Specifically we believe that:

- People can change
- Each person is a unique individual with much to offer
- People exist in a broader family, community and social context which influences their decisions
- Importance of social justice
- Importance of partnerships
- The need for sensitivity to age, culture and gender
- Child centred, Family Inclusive practice

Strengths based and solution focussed approaches enhance the capacities of individuals, groups, families, neighbourhoods and communities to deal with their own challenges. Empowerment results from being treated with respect and having your strengths acknowledged and enhanced.

Our Relationship to the Church:

St Luke's Anglicare is an Agency of the Anglican Diocese of Bendigo in partnership with the Uniting Church Loddon Mallee Presbytery. Our Constitution states that the organisation exists to fulfil the mission of the diocese, particularly by addressing human need and supporting the church in advocating for social justice.

St Luke's employs and values staff from various faiths and philosophical positions. Together we seek partnerships with churches, organisations and people of goodwill to provide services and take action for a just society.

St Luke's is committed to policies and practices that reflect and require respect for fellow workers and for those communities, individuals and organisations with whom we work and/or provide a service to.

Position Description

A Position Description must be obtained from our website before applying for any position. If you require further information on a position, please refer to the contact person listed in the online advertisement on our website – www.stlukes.org.au.

As stated above, our selection process is based on an assessment of the relative merit of each candidate. We do this by examining how well your knowledge, skills and abilities meet each of the key selection criteria and requirements of the position as identified in the Position Description. The first stage of the selection process is based on your application and it is important that you provide the panel with information that shows how you meet the key selection criteria and requirements of the position.

If you do not show how you meet the selection criteria in your application you are unlikely to be considered for an interview and this may exclude you from further consideration.

Your Application

Although there is no right or wrong way to present your application, you **must** address each of the key selection criteria as detailed in the Position Description to be considered for the shortlist and subsequent interview process.

We encourage all potential applicants to discuss the position with the contact person listed in the advertisement prior to submitting an application. If you feel that you don't have the right qualifications we still encourage you to follow this up.

To be considered for shortlisting and an interview your application must include the following:

- A **covering letter** stating the position title and job number (quoted in the advertisement) and why you are applying for the position.
- A statement which fully describes how you consider yourself suitable against each of the **key selection criteria**. You must address any 'key' or 'essential' selection criteria identified in the position description and should, where possible, address any 'desirable' criteria.
- A **Curriculum Vitae** or **Resume** containing your full name, address, telephone number (preferably a daytime number), a summary of your work experience (include where you have worked, positions held, period of employment and brief details of duties performed), details of any relevant qualifications including information on any education currently undertaken (originals of qualifications stated must be brought to any subsequent interview (and a copy must be placed on file if you are the successful applicant).
- Any **other information** that you feel is relevant.
- **Referees** can be included but are not essential at application stage. If you are required for an interview you will need to provide details of at least three referees - ideally one should be from a supervisor (if possible a current supervisor) and others should have knowledge of your work performance.

Submitting Your Application

Applications must include a cover letter, an up to date Resume and a *statement clearly addressing the key selection criteria*. All candidates selected for an interview will be requested to provide contact details for three referees.

Applications can be emailed, posted, or hand delivered.

Employment E-mail:

HR@stlukes.org.au

(Please note: emailed applications will receive an automated reply to acknowledge receipt of each application - if you don't receive an email reply, please contact HR on the number below)

Hand Deliver to:

St Luke's Anglicare Business Centre
1st Floor Killian's Walk
Bendigo

Address your application marked:

"Private & Confidential"
Andrea Brown
HR Personnel Officer
St Luke's Anglicare
P.O. Box 315
Bendigo 3552

Telephone:

(03) 5444 8131 / (03) 5444 8128

Closing Date

All applications close at **5.00pm** on the advertised closing date – please check the closing date to ensure your application is received within the specified time. All submitted applications will be acknowledged.

St Luke's Recruitment Process

If you are shortlisted for an interview you will be contacted by telephone to arrange an interview. Applications will only be excluded for reasons which directly relate to the selection criteria. If you are not selected for an interview you will receive a letter informing you that you have not been shortlisted and thanking you for your interest in St Luke's.

Shortlisting

All applications for the position will be shortlisted on the basis of the selection criteria. The criteria is listed in the advertisement in summary and in greater detail within the Position Description. Only those applicants who satisfy the essential selection criteria of the position will be called for an interview.

An application may meet the essential requirements and yet not be interviewed. This usually occurs when there are a large number of applicants, some of whom meet the essential and desirable requirements on a more competitive basis.

All aspects of the selection process are conducted in strict accordance with the principles of merit and equal employment opportunity. Shortlisting is usually completed within two weeks of the closing date.

Interviewing

We aim to give all applicants called for an interview at least two working days notice. Contact will be made by telephone and you will be advised of the interview date, time and venue. All interviewees will be contacted and advised of the outcome of their interview. Feedback of interview performance can be sought at this time.

St Luke's is an Equal Employment Opportunity (EEO) employer. If you are contacted for an interview, please inform staff if you have special requirements to be able to attend.

Referee Checks

The selection panel will contact referees and check the references of the recommended applicant prior to making an offer of employment.

Pre-employment Medical Disclosure

St Luke's is committed to providing a safe work environment for all employees. As part of this you will be required to provide information regarding any pre-existing injury or disease which could affect your ability to perform the proposed employment. You will be asked to complete and sign a "Requirement of Worker to Disclose Pre-Existing Injuries" form prior to commencement. A plan will be developed to help manage any pre-existing injuries.

Police Check

All new staff are required to undergo a police check (which may be renewed during the period of employment). Your suitability of employment with St Luke's will be determined by any outcomes that may be listed on this check.

Working With Children Check

If your role involves child related work then you will be required to obtain a "Working with Children Check". This will need to be produced **prior** to commencement and at your own expense. A WWC check will cost \$70 and is valid for five years. Applications can be collected from any Post Office and may take several weeks for completion.

Your application will still be considered while you are waiting for the check to be returned.

General Information

Supervision

St Luke's recognises the value of supervision as a professional development tool and as a quality assurance measure. Regular supervision provides opportunities for formal reflection upon individual professional practice. The supervisory process takes into account the individual's background training and experience, developmental goals and special interests and facilitates the identification of gaps in service provision and delivery, in relation to the worker's Position Description and Duty Statement and professional skills base. Participation in supervision applies to all levels of the organisation.

Training and development

All new permanent staff at St Luke's participate in a professional development program called the Foundational Leadership Year. It provides 10 days training, attendance at least one network or peak body meeting, professional reading and the opportunity to develop a peer education project during the first 12 months of employment. Additional leadership development is provided for Team Leaders, Program Managers and senior staff.

Occupational Health & Safety

Each employee has the right to a safe working environment. All employees, students and volunteers are required to show commitment to occupational health and safety (OH&S) in the workplace and ensure that health and safety is reflected in everyday actions and priorities.

No Smoking Policy

St Luke's has a no-smoking policy for Agency buildings and vehicles. We also have a policy by which no worker is to smoke in the presence of clients.

ALERT: The Nature and Timing of St Luke's Involvement with Clients

St Luke's works very closely with people who, at the point of our contact with them, are often hurting, distressed and frustrated. At times, their behaviour may be disturbing for staff to witness. All St Luke's staff will experience a variety of reactions to these behaviours and client stories. St Luke's acknowledges that this is a normal reaction and staff are encouraged to talk to their supervisor or colleagues when they experience these situations. Debriefing and an Employee Assistance Program are available.

For certain advertised roles at St Luke's, it is important for job applicants to consider the likelihood of present or previous traumatic life experiences being reignited by the stories, emotions or behaviours they may be exposed to if successful in this job application.

At times the work can be physically demanding. Please seek advice from the contact person regarding the demands of the job.

**Thank you again for your interest in working with St Luke's.
GOOD LUCK!**