

Addressing your responses to the Person Specification section of the Position Description.

Anglicare North Coast uses the *Community Sector Workforce Capability Framework*¹ to help shape our position descriptions. This Framework describes the broad capabilities required by people in community sector organisations. By using a language common to most community sector organisations, it helps applicants determine how their particular experience in other organisations compares to the level of experience required for our positions. It helps us ensure we recruit people with specific **knowledge, skills and personal attributes** that are critical for our organisation and for individual roles.

We recognise that this approach may be unfamiliar to some applicants, and so have compiled the following guide to assist you in responding to the Selection Criteria. We strongly encourage you to use this guide in compiling your application. If there is other information you believe may be helpful to us, please ensure it is included in either your cover letter or your CV.

PERSON SPECIFICATION

(see the relevant Position Description)



Mandatory

Provide your Working With Children Check Number, current Driver's License number, and your willingness to undertake a criminal history check. You do not need to provide copies of your checks / licenses with your application. If you are shortlisted for an interview, you may be asked to bring them in.

QUALIFICATIONS	<p>List the tertiary level qualification/s completed, including the year of graduation and the Institution. If you are part way through other studies, provide information about progress to date and estimated year of completion. Note that the qualifications noted in the Position Description are a minimum mandatory requirement. If you are unsure if your qualification meets our criteria, please speak to the contact person. (Please do not provide details of subjects undertaken, results or copies of certificates.)</p> <p><i>Example:</i> Bachelor of Social Science, 2009, Southern Cross University. Graduate Certificate in Management, commenced 2016, estimated completion 2017, University of New England.</p>
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¹ For more information about the Workforce Capability Framework visit <http://www.dhs.vic.gov.au/for-business-and-community/not-for-profit-organisations/workforce-capability-tools>

<p>KEY KNOWLEDGE AREAS</p>	<p>Provide two or three sentences outlining where you gained and/or demonstrated these key knowledge areas. Provide the most relevant example, rather than multiple examples. Please be clear if you have theoretical knowledge in this area (eg through recent studies) or if you have applied knowledge through experience. Do not provide a theoretical overview of the knowledge area.</p> <p><i>Example:</i> <u>Project leadership:</u> Whilst with xxx organisation I was responsible for implementing the XYZ project with the local community. Our goal was to deliver the service to a minimum of 60 clients during the 2 year project, and my role was to manage client engagement, monitor throughput, support the counsellors and manage any difficulties as they arose. We finished the project having successfully met our target.</p>
<p>KEY SKILLS AND ABILITIES*</p> <p><i>* Numbering indicates a specific link to the Community Sector Workforce Capability Framework</i></p>	<p>Provide a brief paragraph outlining how you have used this skill or demonstrated this ability, preferably with a similar client group or project type. If you do not already have the skill or ability, you may outline your potential to acquire it by comparing it to relevant tasks or responsibilities you have demonstrated in other areas.</p> <p>Pay attention to the phrases used:</p> <ul style="list-style-type: none"> • Demonstrates – means you can show actual experience • Detailed knowledge - means a very thorough understanding of the theory/principles involved and specifically how to apply them in practice • Understanding – means a general grasp of the concepts and how they could be applied • Assists with – means able to provide help and contribute ideas, not necessarily lead or be responsible for something • Leads or manages – means able to demonstrate you were ultimately responsible for outcomes <p>The following two examples demonstrate the different capacity expected in the same knowledge area for roles at different levels:</p> <p><i>Example 1:</i> Knowledge of client issues: Builds knowledge of client issues and requirements to improve practice (6.2.2) Whilst employed as a Case Manager with xx organisation, I gained an understanding of the issues faced by women who have experienced domestic violence. I developed individual safety plans with each woman and accompanied several women to Court who were applying for ADVOs. I have an understanding of the cycle of violence, and the many barriers women may experience in seeking safety. I also understand the importance of using language that locates responsibility for violence with the perpetrator and not the victim/survivor. In June this year I attended training in working with women in refugee communities, facilitated by ECAV, and now have a more informed understanding of the additional challenges that may face this community, such as past refugee experiences, immigration and settlement issues.</p> <p><i>Example 2:</i></p>

	<p>Knowledge of client issues: Demonstrates detailed knowledge of client issues and builds research links (6.3.2)</p> <p>I have a thorough understanding of the issues faced by women who have experienced domestic violence. Whilst with xxx organisation I supervised the assessment and case management services provided to women and their families who had relocated to our area for their own safety. Given research on the impact of domestic violence on children's attachment and development, I arranged training for staff in attachment focused parenting, and am currently developing a trauma informed groupwork program to assist with strengthening attachment bonds.</p>
<p>PERSONAL ATTRIBUTES</p>	<p>Provide a short paragraph outlining an example in a work setting where you have consistently demonstrated this attribute. Provide the most relevant example, rather than multiple examples.</p> <p><i>Example:</i></p> <p>Creative and Innovative: generates options and ideas; is open to change and alternatives</p> <p>Whilst with xxx organisation, I identified an opportunity to work in partnership with two local secondary colleges to develop and deliver a local anti-bullying program. With the support of my manager, I sourced a philanthropic grant to help fund the program, and worked with a group of interested students to help start the program. Feedback from the students was invaluable, as it ensured our content remained responsive and relevant to their needs. We adapted the length of the program, included more school based competitions, and recruited mentors from local sports teams all in response to ideas from the students themselves.</p> <p><i>Note:</i> you may prefer to provide a more comprehensive example that demonstrates all the personal attributes. If you choose this option, please make sure you are explicit about how you applied each attribute.</p>
<p>EXPERIENCE</p>	<p>Provide a general paragraph summarising your length of experience in the community sector and any leadership positions held (if relevant). This should be an overview only, as your accompanying CV should contain details about your specific positions and how long you were in each. If you have experience in other sectors that may have relevance, please feel welcome to indicate this.</p> <p><i>Example:</i></p> <p>I have been working in the community sector for six years, commencing as a case worker with adolescents and then moving into more case management based roles with families. In the last two years I have been in the Team Leader position with xxx organisation, with responsibility for a more complex client load as well as providing day to day direction to three other staff. Prior to my work in the community sector, I worked as an upper primary school teacher for five years. An understanding of the difficulties many children were experiencing in their transition to secondary college led me to work alongside the school welfare team, and eventually prompted my move to work in the community sector.</p>