

THE APPLICATION PROCESS:

Pastoral Care Worker Positions



TO APPLY FOR A VACANT PASTORAL CARE WORKER POSITION:

1. Please contact the SMG office (by phone 8378 6800 or email mail@smg.asn.au) and ask for the specific Job Specification relevant to the current school vacancy listed on the Current Vacancies page that you are interested in. We will then email you the Job Specification (with application form and instructions attached) for your consideration.
2. Submit an Application for an appointment of a position in that particular school.
3. All applications received will be shortlisted by selection panel.
4. Shortlisted applicants will be invited to an Interview by selection panel.
5. The successful candidate will complete SMG Orientation Training, Checks etc.
6. The successful and trained candidate will be formally appointed to the school as a Pastoral Care Worker.

CRIMINAL HISTORY SCREENING

All personnel working or volunteering in DECD schools are required to have a current Department of Communities and Social Inclusion (**DCSI**) **Child-related Employment Screening**.

To ensure minimum delays with your Pastoral Care Worker application process, it would be to your advantage to present (or to have applied for) a current clearance with your application. The letter of clearance is valid for 3 years.

If you do not have a current **DCSI Child-related Employment Screening letter** please use the form at the following link; Child-related employment screening form which can be lodged through Australia Post.

Further information, including detailed instructions on **How to apply** is available on the DCSI website <http://www.dcsi.sa.gov.au/services/screening>

Please note: Part D, Employment Information requires details of a Requesting Officer from a Requesting Organisation. This organisation could be;

1. A school in which you are currently volunteering
2. Your local church
3. An employment agency

This section must be completed for your clearance to be processed by DCSI.

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PREPARING YOUR APPLICATION:

In the application forms you will be asked to complete the following tasks, so here is some initial assistance for you to begin:

- Contact Details: please include an email address for ease of communication with you.
- Australian Citizenship: If you are NOT an Australian citizen, you will need to have residency, a Visa or other authority allowing you to work. (proof of this will be required)
- Your Qualifications: a copy of your qualification certificate and academic transcript is required (or will be requested later).
- Personal Faith: please describe the nature of your involvement with your Christian community and how your faith would impact your role as a Pastoral Care Worker.
- References: Please provide the names and phone numbers of at least two referees (who are not related to you), one of whom must be a Minister, Priest, Pastor or leader of the Christian community you are currently involved with. Please state the position this referee holds and/or their relationship to you. Choose your referees carefully. We may require one of your referees to make informed comments on your experience and competency working and relating with young people and/or their families.
- You need to lodge this application before the advertised closing date for the particular school vacancy.
- The Selection Panel at the school will consist of an SMG Regional Manager, up to two representatives from the school leadership (usually the Principal and one other), and up to two representatives from the local church communities.
- Make the most of your 4 pages allowed for addressing the selection criteria. Tell the panel as much as you can about your skills and abilities, experience, knowledge, and vision for the role. Ensure that you address all the points listed in the Person Specification.
- Do not assume that if you tell us you have been involved in certain activities, that the panel will be able to determine your level of experience, knowledge or ability. Your application needs to demonstrate your level of experience, knowledge or ability (use examples as necessary, and how your skills are transferable into this role).
- Include copies (NOT originals) of documents as requested in the application form.

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SELECTION CRITERIA:

You will need to satisfy the following criteria in order to be selected for a Pastoral Care Worker position in any particular school. There may also be other location specific criteria that will need to be addressed, as outlined in the particular school job specification.

Personal Faith:

- A personal commitment to Christian faith and values and able to give adherence to the beliefs held in common by the supporting churches, as stated in the Nicene Creed – (see appendix D in application form)
- Active and regular involvement in a Christian Community.

Qualifications / Education:

Minimum qualification:

- Certificate IV in Youth Work or Certificate IV in Pastoral Care that contains CHCCS422B ('Respond holistically to client issues and refer appropriately') and CHCMH301C ('Work effectively in mental health')
- An equivalent or higher qualification which must include competencies in 'mental health' and 'making appropriate referrals'.

Equivalent or higher qualifications include, but are not necessarily limited to:

- Certificate IV or higher qualification from the CHC08 Community Services Training Package that contains CHCCS422B ('Respond holistically to client issues and refer appropriately') and CHCMH301C ('Work effectively in mental health')
- A qualification which enables full registration (or is currently registered) as a teacher or school counsellor in South Australia.
- A qualification listed as an accredited course by the Psychology Board of Australia (PBA) and the qualification contains an accredited sequence of psychology units.
- A qualification consistent with the requirements for membership with the Australian Association of Social Workers (AASW).
- The Australian College of Theology's internal award of the Certificate in Theology when undertaken with the electives of 'Introduction to Pastoral Care' and 'Advanced Pastoral Care' as part of the course of study.

Applicants who do not meet the above minimum required or equivalent qualifications may still apply if they hold a qualification (Certificate IV or higher), or are part way through a higher level qualification, that is directly relevant to the Pastoral Care Worker's role, and agree to have their current qualification assessed for equivalency.

Experience:

Demonstrated relevant experience:

- Working with young people, working as a member of a team, networking with community groups, supporting people.
- Analysing situations and responding appropriately and ethically to individuals with personal difficulties.

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SELECTION CRITERIA CONTINUED:

Knowledge:

- The characteristics and needs of young people and their families.
- Current social, community and educational issues related to young people and families.
- Considerations regarding working with the variety of Christian churches and denominations.

Personal Skills and Abilities:

- Communicate effectively (including empathetic listening) with young people and adults.
- Interact effectively with people who hold diverse religious and cultural beliefs and values.
- Work collaboratively across Christian denominations.
- Take initiative and be self-managed.
- Responsive to direction and feedback.
- Computer literacy skills including email, internet and word processing.

Other:

- A current, or the ability to obtain a Department of Communities and Social Inclusion (DCSI) Child-related Employment Screening Check.
- Current or willing to obtain: Reporting Abuse and Neglect Training (Education and Care Focus).
- Willingness to adhere to the Code of Conduct as a condition of employment.

If you require any assistance with your application please phone 8378 6800 and ask for a Regional Manager or email mail@smg.asn.au.