



## Information for Job Applicants

respect

hope

welcome

compassion

## **An Overview of Uniting Church Homes**

### **The Uniting Church in Australia**

Uniting Church Homes is an agency of the Uniting Church in Australia. The Uniting Church came into being in 1977 with the coming together of parishes from the Congregational, Methodist, and Presbyterian Churches.

### **Uniting Church Homes**

Originally most of the homes that are now part of Uniting Church Homes commenced as parish-based initiatives. Individual Church members saw a need in their communities and had the vision and dedication to create services in response to that need.

In 1992 all of these services were combined into a single agency.

The management goal is to maintain the individual character of the inherited homes and services while also producing standardised policies and efficiencies through the pooling of resources. Centralised functions include Corporate Finance, Employee Services (Payroll, Recruitment), Health and Safety Services, Information Technology, Training and Development Services, Supply Management and Property Maintenance.

All residential care facilities are fully accredited. Staff are working continuously to improve care and services in response to resident's needs and preferences. We are working to instil a continuous improvement culture in all areas of care and services, including community based care and independent living, to provide a broad range of high quality services that meet specific individual needs.

Planning for the future of UCH to determine where we apply resources for service growth and development is an ongoing activity which yields exciting opportunities for staff and residents.

We currently manage independent living units at 8 retirement villages, 13 hostels, 2 nursing homes and 3 intermixed facilities with both hostel and nursing home level care. The majority are in Perth but we have hostels in Geraldton, Northam and Katanning. We also operate an Extended Aged Care at Home program (nursing home level care), Community Care Packages (hostel level care), and therapy services for people with care needs who choose to continue to live in their own home. Additionally we provide social support for our homes and community care clientelle. We have a 70 bed, Care Awaiting Placement Program for clients awaiting permanent placement in a Hostel or Nursing Home.



**UCH Mission Statement**

To journey in a Christian environment with people who require care and support services.

**Vision Statement**

A good life for all our people.

**Core Values**

- Welcome** means being warm, friendly, gracious, empathetic to all, and open to new ideas.
- Respect** is valuing people for their unique worth and being fair and honest in our dealings.
- Compassion** is caring for others and responding to need using the highest standards to provide comfort and enable healing.
- Hope** is encouraging people to celebrate life, both now and in the future.

**Guiding Principles of UCH**

- Each person is an individual whose physical, spiritual, emotional and social needs are to be respected.
- Older people or those close to them should have, as far as possible, real options in deciding where and how they live.
- Residential care services should be available only where other support systems are not appropriate to meet the needs of people.
- Access to services must be based on a comprehensive assessment.
- Older people are to be encouraged to seek social and spiritual support from neighbouring congregations and communities to counter social isolation.
- Our services develop and enhance personal freedom and independent functioning (maximise independence and enjoyment of life).
- All people who need it, have the right to comprehensive rehabilitation and restoration of function.
- All people have the right to ultimately die with dignity and peace.

## Guidelines for Job Applicants

These guidelines are to help you prepare your application and plan for the selection interview.

Some positions offered by UCH are accompanied by application packages that include specific details of the selection requirements for that job. In such cases where these instructions differ from the job specific package you should follow the latter.

### Eligibility

Check the essential criteria to make sure that you are eligible to apply for this job.

### Closing date

Check the closing date for applications and get yours in on time.

### Enquiries

To find out more about the position, make contact with the person mentioned in the advertisement or covering letter.

### Preparing your application

Applicants who submit applications will be assessed against the selection criteria by the Selection Panel. A short list of the best candidates will be drawn up and these people called to an interview. This decision will be based on the information you provide in your application. If possible, your application should be typed. If this is not possible, make sure your writing is clear and easy to read.

Your application should include the following documentation:

#### 1. Resumé (Curriculum Vitae) which comprises:

- Personal details - Name, address, telephone number.
- A summary of the work you have done, starting at the most recent. Include dates and give details of the type of tasks that were required in each job.
- A brief description of any "acting" experience and dates.
- Your education and training achievements. (Include any education you are currently undertaking).
- Any activities you have undertaken outside of work which are relevant to the application.

#### 2. Addressing the Selection Criteria:(only if specified)

For each specified position advertised such as management or senior positions we develop a set of Selection Criteria based on the education, knowledge, skills and abilities required for you to be able to do the job. In your application you must address each of the Selection Criteria. You will not be interviewed unless your application demonstrates that you meet all of the essential criteria for the position.

- \* Treat each Selection Criterion separately.
- \* Draw on experience you have had, and include a description of your skills and abilities.
- \* Include information on any relevant qualifications you may have obtained and their relation to the Selection Criteria.

It is an essential criterion for all positions at UCH that you are willing and able to work within and positively support the Christian Ethos.

### **3. Referees**

Information on referees may be included in the Resumé or in the application form.

- \* Make contact with your referees before listing them in your application.
- \* Provide names, work addresses and contact telephone numbers of referees.
- \* Include only referees who are able to comment on your work performance.

### **4. Covering letter** (not essential but recommended)

- \* The covering letter is an introduction to your application.
- \* In it to outline your reasons for wanting the job.
- \* State the name of the position and when you would be available for an interview.

### **General information**

To apply you need to send in the following:

- \* A completed application form.
- \* A Resumé of your work history and other relevant information.
- \* A written statement showing that you have the essential requirements for the job (the selection criteria only if specified).
- \* Proof of any formal qualifications (photocopies).
- \* A covering letter. (not essential but recommended).

We suggest that you photocopy your application for your own records.

### **Preparing for the Interview**

All interview questions will be job related - that is, they will relate to the position for which you have applied. The same questions will be asked of every applicant.

To prepare yourself for the questions which may be asked:

- \* Be aware of what the job involves from the Job Description Form, the Selection Criteria and by talking to the contact person.
- \* Focus on the Selection Criteria and think of examples and work situations where you applied the relevant skills and abilities.
- \* If the position has a supervisory role, think about your special responsibilities as a Supervisor.
- \* If you have any reports etc which will give examples of your skills, bring them to the interview.
- \* Take a copy of your completed application with you.

### **During the interview**

- \* Do not assume that the panel members know about your suitability for the job, even though you may have worked with them or have had previous experience in the position for which you have applied.
- \* Try to remember the names of each of the panel members.
- \* Take time to answer each question and where possible, relate your answer to direct experiences you have had.
- \* When the opportunity is presented, feel free to ask any questions you may have.

Panel members will record your replies to the questions to assist them in accurately recalling your details when they are making their final decision.

**Feedback**

When you have been advised of the result of your application, you are encouraged to seek feedback on your application from the Chairperson of the Selection Panel, usually this is the Recruitment Coordinator.

This is an important learning experience, as it is helpful in assisting you in your preparation of future applications and performance at interviews.

**Prior to Appointment**

Applicants may be required to undertake a pre-employment medical assessment to determine their physical capacity to undertake the role applied for. UCH will pay for this assessment. In addition for specific roles other assessments may be required.

The successful applicant is required to produce a National Police Clearance Certificate (current within the last 3 months) and sign a Statutory Declaration Form.

We hope you find this booklet of assistance and look forward to receiving your application.

## Uniting Church Homes

NAME	ADDRESS	PHONE
Annesley	Rowethorpe, Hayman Road, Bentley 6102	08 6363 6603
Bethavon	107 Duke Street, Northam 6401	08 9622 3466
Bethshan	7 Piesse Street, Katanning 6317	08 9821 1018
Carramar	23a Redgum Way, Morley 6062	08 9377 1877
Chrystal Halliday	27 Prisk Street, Karrinyup 6018	08 9341 6422
City of Bayswater	21 Embleton Avenue, Embleton 6062	08 6465 0111
Cygnets	Rowethorpe, Hayman Road, Bentley 6102	08 6363 6299
Ella Williams	77 Camboon Road, Noranda 6062	08 9276 7222
Elimatta	45 Alexander Drive, Mount Lawley 6050	08 9271 6809
Hakea	Rowethorpe, Hayman Road, Bentley 6102	08 6363 6376
Hillcrest	Onslow Street, Geraldton 6530	08 9964 3108
Hilltop	Rowethorpe, Hayman Road, Bentley 6102	08 6363 6368
John Bryant	95 Rawlinson Drive, Marangaroo 6064	08 9343 5044
Mertome CAP Programme	30 Winifred Road, Bayswater 6053	08 9272 2022
Pilgrim	22 Wolsely Road, East Fremantle 6158	08 9339 2830
Riverslea	100 Guildford Road, Mount Lawley 6050	08 9272 5979
Rowethorpe	Hayman Road, Bentley 6102	08 6363 6311
Sarah Hardey	222 Cammillo Road, Kelmscott 6111	08 9390 1311
St Andrew's	20 Burwood Road, Balcatta 6021	08 9240 0300
St David's	17-19 Lawley Crescent, Mount Lawley 6050	08 9271 6947
State Office	313 Main Street, Balcatta 6021	08 9240 0313
The Residency	47-57 Burgoyne Street, Northam 6401	08 9622 2662
Trinity	Rowethorpe, Hayman Road, Bentley 6102	08 6363 6372
UCC - Rowethorpe	Charles Jenkins Building, 2 <sup>nd</sup> Floor, 4-10 Hayman Road, Bentley 6102	08 6363 6324
UCC – Northam	101 Duke Street, Northam 6401	08 9622 3173