



**Catholic
Education**
Diocese of Cairns

Learning with Faith and Vision

Catholic Education Services, Cairns

Occupational Therapist

Full Time Fixed Term Position

38 Hours Per Week

6 October 2015 (Negotiable) – 6 October 2020

Applications Close: Friday 11 September 2015

Applications are invited from suitably qualified and experienced Occupational Therapist for this Professional position within a multidisciplinary team in servicing schools.

Intending applicants must:

- Be fully supportive of the ethos of Catholic Education
- Be registered or be eligible to register with the Australian Health Practitioner Regulation Agency (AHPRA)

Catholic Education Services is an equal opportunity employer.



1. Complete Employment Application Form

Complete the attached Employment Application Form. Please notify your referees that you are applying for this position and ensure you have their consent to nominate them. It is the Applicant's responsibility to ensure all referee information provided is accurate and contact details are correct. A referee from your current or most recent line manager must be included.

2. Covering Letter (Maximum 2 Pages)

Provide a covering letter outlining your experience and reason for applying for this position.

3. CV/Resume (Maximum 2 Pages)

Provide a CV/Resume which includes:

- Education
- Employment history (position, organisation, employment dates)
- Professional memberships
- Professional Development (any other courses you have completed or are currently enrolled in)

4. Selection Criteria (Maximum 2 Pages)

Address selection criteria as outlined in the position description.

5. Supporting Documentation

Provide supporting documentation which includes:

- Qualifications and academic transcripts
- Practicum Reports (Graduate Teachers ONLY)
- Registration:
 - Working with Children Blue Card
 - Queensland College of Teachers
 - Professional Membership

QUICK TIP

Current employees are not required to provide supporting documentation.

QUICK TIP

Do not bind/ place your application in a folder or submit original copies of documentation.

6. Submit Application

Submit your application comprising of:

- Employment Application Form
- Covering Letter
- CV/Resume
- Selection Criteria
- Supporting Documentation

Submit To: Miss Manpreet Sendhar
Human Resources Officer
Catholic Education Services
PO Box 5296
Cairns QLD 4870
Ph: (07) 4050 9711
Fax: (07) 4031 6134
Email: hr@cns.catholic.edu.au

Enquiries To: Lorraine Carroll
Coordinator Therapy & Disability
Ph: 4050 9722

You will receive confirmation of receipt of your application.



Employment Application Form

Position Applied For:

PERSONAL DETAILS

Title: Mr Mrs Ms Miss Other

Surname:

Given Names:

Preferred Name:

Residential Address: Post Code:

Postal Address: As Above Post Code:

Home Phone: Mobile:

Email:

Religion:

REFEREES

In order to make an informed decision on your suitability for the position, Catholic Education will require to speak to referees that you nominate. A referee is a person that can provide us with detail in respect to your work ethic, experience and competency. Please list three referees, including a manager in your most recent position. For teaching positions, you must include a line manager in your most recent education position, eg Principal. A Church representative/ Religious or Clergy reference is defined as a Parish Priest, Bishop or member of a religious order. We reserve the right to request an additional referee if we believe a person has not been fully forthcoming.

Referee 1 (Line Manager)

Referee 2 (Employer)

Name:

Name:

Position:

Position:

Organisation:

Organisation:

Phone Number:

Phone Number:

Mobile:

Mobile:

Email:

Email:

Referee 3 (Church Representative)

Referee 4 (Other Professional)

Name:

Name:

Position:

Position:

Organisation:

Organisation:

Phone Number:

Phone Number:

Mobile:

Mobile:

Email:

Email:

PRE-EMPLOYMENT HEALTH DECLARATION

If you are successful in securing an interview with Catholic Education, you will be required to complete a Pre-Employment Health Declaration. The purpose of this declaration is to ensure that you are fully able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your health or safety.

WORKING IN THE DIOCESE OF CAIRNS

The Catholic school system is an integral part of the Church. The Catholic Diocese of Cairns extends from Cardwell in the south, west to the Northern Territory border including the Atherton Tablelands, and north to gulf country, Cape York Peninsula and the Torres Strait Islands. With the exception of schools in Weipa, Cooktown and Thursday Island, all schools and colleges are within two hours driving time from Cairns.

Catholic Education Services is the Diocesan education office. Leadership and strategic management of the system of schools is the responsibility of the Executive Director of Catholic Education Services, who is the employer of all Catholic Education staff in the Diocese. Further information about Catholic Education in the Diocese of Cairns is available from the website: www.cns.catholic.edu.au

EMPLOYMENT REQUIREMENTS

Any appointment to a teaching position with Catholic Education in the Diocese of Cairns is subject to the appointee demonstrating appropriate qualifications and registration with the Queensland College of Teachers Registration. Any appointment to a non-teaching position with Catholic Education in the Diocese of Cairns is subject to the appointee being eligible to apply for and obtaining a Working With Children Blue Card unless the appointee is a registered Health Practitioner performing within their professional area. For more information please visit www.bluecard.qld.gov.au.

Employment is conditional upon the appointee demonstrating eligibility of Working Rights in Australia.

All employees have a responsibility for promoting and safeguarding the wellbeing of children and young persons that they are responsible for or come into contact with.

Employment is conditional upon the acceptance of the Statement of Principles for Employment in Catholic Education and for teaching position the attainment of Accreditation to Teach Religion in a Catholic School. To view the Statement of Principles, visit www.cns.catholic.edu.au and click on Employment / Agreements, Schedules & Awards.

EMPLOYMENT COLLECTION NOTICE

In submitting this application for employment you agree that you will not seek access to references provided by third parties or to confidential notes or reports made by us relating to your application for employment. We seek your agreement in this regard to ensure that referees are not inhibited from providing complete and accurate references as to your suitability for the position.

In applying for this position and submitting your application for employment you will be providing Catholic Education Services with personal information, for example your name, address and information contained in your resume. We will collect and record this information in order to assess your application. To view Catholic Education's Privacy Policy, visit www.cns.catholic.edu.au and click on About/Privacy. Your records will be kept on file for a three month period only pending your employment within the Diocese.

DECLARATION

If submitting electronically, typing your name below denotes supplying your signature.

I agree to the conditions of the Employment Collection Notice. I understand that I have a duty to disclose sufficient information to enable a prospective employer to make a properly informed decision about my employment. I declare that the information I have provided in this application is true and correct at the time of submission. I have read, understood and accept that the Statement of Principles referred to above are contractual obligations underpinning employment with Catholic Education - Diocese of Cairns.

Signature:

Date:



POSITION TITLE:	Occupational Therapist
SECTION:	Learning and Teaching: Student Services Section
LOCATION:	Catholic Education Services
REPORTS TO:	Student Services Manager / Coordinator Therapy and Disability
CLASSIFICATION:	CES Professional Schedule 3/4
AUTHORISATION:	Executive Director

1. CATHOLIC EDUCATION SERVICES

Catholic Education Services Cairns consists of twenty-seven schools including nineteen primary schools, One Prep to Year 12 school and seven secondary colleges which includes a Special Assistance School with campuses in Cairns and Cooktown. Plans for two more schools opening in 2016 include a primary school in Weipa and a Prep to Year 12 school in the Mount Peter region of southern Cairns.

CES is committed to building communities of learning that provide a safe, nurturing and academically challenging environment for all students.

Leadership and strategic management of the system of schools is the responsibility of the Executive Director of Catholic Education. Through a team of professionals the Executive Director manages and facilitates a number of significant and particular delegations which include:

- Support of the mission of the Church as delivered through Catholic education;
- Support of schools by providing services that strengthen school capacity;
- Provision of leadership and forward planning to develop organisational capability;
- Distribution to schools of government allocated funds and their accountability;
- Monitoring of quality of schools and compliance/accountability with requirements of governments, Church and parents;
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach.

2. PURPOSE OF ROLE

The role and responsibilities of the Occupational Therapist is to provide therapy services to students in schools. This involves working within a consultative framework including students, parents, teachers, learning support teachers, therapists, administration and external agencies

This role is aimed at strengthening the individual skills of students to access the curriculum as well as support and train teaching staff in program implementation and management. The Occupational Therapist will work cooperatively with the Student Services Team, Principals and school staff to facilitate a holistic approach to learning for all students in our schools.

Frequent and regular school visits are a key component of this role.

3. PRIMARY DUTIES AND RESPONSIBILITIES

Typical duties performed may include, but are not limited to:

1. Provide a specialist consultative and resource service including diagnostic assessments, reports, recommendations, therapy and educational strategies to students in schools
2. Collaborate with parents, principals, class teachers, learning support teachers, therapists and other professionals in identifying the learning and social needs of students
3. Participate as a team member in the provision of occupational therapy services to achieve established goals and objectives
4. Development and provision of specialist training and learning activities that support schools in delivering effective teaching and learning programs for students
5. Contribute to and participate in professional development and supervision activities to develop and maintain relevant levels of knowledge and skills
6. Participating in specialised projects and research activities
7. Supervision of occupational therapy student placements in consultation with line manager
8. Responsibility for the documentation of student data and service information
9. Network with other agencies to improve schools' management of those students who require significant support in their learning

4. CORE COMPETENCIES

In addition to specific knowledge and skills required for the position, all employees within the Diocese will demonstrate the following personal and interpersonal skills in the course of their duties:

- Quality Service
- Capacity to accept responsibility for own work
- Capacity to work effectively in a team
- Demonstrate excellent relational skills
- Capacity to manage change in self and others

5. MANDATORY QUALIFICATIONS AND REQUIREMENTS / SELECTION CRITERIA

- An understanding of and commitment to the objectives, vision, and ethos of Catholic Education
- Qualifications in Occupational Therapy and current registration with Occupational Therapy Board of Australia
- Proven capacity to develop and implement programs and associated strategies and services to support the needs of students
- Experience in working with students with disabilities
- Demonstrated ability to communicate at all levels of the school community
- Demonstrated ability to work collaboratively within teams
- Capacity to plan and deliver timely professional learning opportunities for staff development that improve teaching and learning experience
- Hold a current motor vehicle driver's license and be able to travel within the diocese

5. ADDITIONAL INFORMATION

- A non-smoking Policy is effective in Catholic Education Services buildings, offices, and motor vehicles.
- The appointee to this position will be required to complete a period of probation in accordance with the Catholic Education Diocesan policy for Recruitment and Selection procedures.