***Attachment 2***

Response to selection criteria form

*To assist you in completing this form…*

#### Tell us about any relevant work experience, qualifications, skills and/or knowledge you have that are relevant to this position

#### The most recent the information, the better. Try to provide detail about duties performed most recently and avoid including information not relevant to this position you are applying for

#### Remember to tell us about both direct experience / skills (i.e.: from the same types of work) as well as experience and experience you may have gained from other places

#### It is good to give specific examples of what you know, where you learnt it and to give concrete examples of how you have applied it in the past (e.g: where/how you’ve used these skills before)

#### Try to give different examples to each criteria that show how you meet them rather than repeating the same information/examples

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| **Your Name:** |  |
| **Application:** | 008WHI – Services Coordinator |

**Essential:**

1. At the WASH House, being a woman is a genuine occupational qualification for this position under s.31 of the Anti-Discrimination Act 1977 (NSW). Please confirm you are a woman by ticking this box
2. Please list your relevant tertiary qualifications in Social Work/Social Welfare or health related fields

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1. What is our experience in a direct service and management role in the social welfare/health sectors?

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1. Please comment on your personal & professional commitment to The WASH House vision & values and working within a feminist framework

*Link to their website listing vision & values:* [*https://www.washhouse.org.au/our-vision-1*](https://www.washhouse.org.au/our-vision-1)

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1. Please comment on your management skills in the following areas:

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| Human Resources leadership |  |
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| Policy Development & quality assurance |  |
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| Organisational development & planning |  |
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| Project Management |  |
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| Work Health & Safety |  |
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1. Please comment on how you would approach the role to work collaboratively as a key member of the leadership team for the organisation

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1. What experience do you have in team building, support and supervision of staff. *In your answer please briefly identify what types of roles you supervised and the size of the teams.*

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1. Discuss your professional background working with and understanding of issues in relation to:

* domestic violence
* family support work
* parenting skills
* social isolation
* accountabilities of child protection

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1. Please comment on your time management and workload organisation skills and what strategies you employ in your work.

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1. Please outline your experience in use of evaluation strategies and tools.

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1. What experience do you have in information systems, including managing private and personal information?

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1. Please comment on your problem-solving skills, including the ability to identify issues, risks and opportunities

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1. Please comment on your communication skills and capacity to engage others.

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1. Please detail your computer and internet skills

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**Desirable (please note these are optional to answer)**

1. *What skills/understanding do you have in counselling, the therapeutic space and the counselling needs of women in crisis?*

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1. *What experience do you have working with a board or management committee and what is your understanding of not-for-profit governance?*

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1. *Do you have a current driver’s license and access to a car?*

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*Thank you for taking the time to address each the selection criteria.*

*This will assist the selection panel greatly in understanding your suitability for the role.*