



**Cancer  
Council**  
Tasmania

# Application Information Package

## Supportive Care Worker

For more information, please contact Sarah De Jonge on 03 6779 1102 or  
email [sdejonge@cancertas.org.au](mailto:sdejonge@cancertas.org.au)

Thank you for your interest in the role of Supportive Care Worker (part time, 0.6 FTE) at Cancer Council Tasmania (CCT). This Information Package provides details about the role and how to apply.

CCT uses a merit-based selection process which means it selects preferred candidates for positions based on their demonstration of the skills, abilities and attributes to meet the requirements of the position. This is demonstrated through application, interview and referee checks. Candidates are short-listed from the original pool of applicants.

The Selection Panel will interview the short-listed candidates and determine the preferred candidate after referee checks.

### **Why work for Cancer Council Tasmania**

CCT offers staff an inclusive, professional, positive work culture. As a leading not-for-profit organisation, some of the benefits of working for CCT include:

- Generous salary packaging available.
- Holiday leave loading @ 17.5%.
- 20% discount on all Cancer Council retail products.
- Professional development opportunities offered and encouraged.
- Employee Assistance Program (EAP) to provide employees with immediate confidential support to resolve workplace & personal issues.
- An inclusive, professional, positive work culture.

### **How to Apply for the Position**

- Applicants will need to **review the position description** for the role included within this Application Package.
- To be considered for the role, applicants will need to **send a copy of their resume and a brief statement addressing the selection criteria** to the nominated email address below. The selection criteria are detailed on the last page of the included position description.
- **Two or more professional referees are to be nominated in the application.** Please include their telephone number and/or email address and the relationship of each referee to yourself (e.g. supervisor). Please disclose any conflicts of interest you may have with a referee.
- Applications should include **the title of the role** in the subject field. Their statement addressing the selection criteria and current resume including nominated referees should be forwarded electronically to: [ralbertini@cancertas.org.au](mailto:ralbertini@cancertas.org.au).
- For further information regarding the role or CCT, please do not hesitate to contact Sarah De Jonge on 03 6779 1102 or [sdejonge@cancertas.org.au](mailto:sdejonge@cancertas.org.au).
- **Applications close 9am Wednesday 7<sup>th</sup> December 2022.**

### **Further Information**

**Police Checks:** Prior to any appointment, **applicants are required to have a Schedule 1 National Police Certificate** (no older than 3 months), and if required a current Working with Vulnerable People Registration (employment category). Requirements will be stipulated prior to appointment.

**Health Checks:** CCT does not insist on employees undergoing a pre-employment medical examination; however it is a condition of employment that in accepting this position you are able to perform the inherent requirements of the position.

# Cancer Council Tasmania

## Position Description

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<b>Position Title:</b>	Supportive Care Worker – South
<b>Department:</b>	Supportive Care
<b>Location:</b>	Sandy Bay
<b>Status - Hours of Work:</b>	0.6 FTE
<b>Classification Level:</b>	SCHADS Award Level 5
<b>Reports to:</b>	Director Supportive Care
<b>No. of Direct Reports:</b>	0
<b>Last Review Date:</b>	November 2022

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### *Key Purpose of the Role*

The key purpose of the Supportive Care Worker (SCW) is to provide psychosocial support services and assist with program delivery to Tasmanians impacted by cancer. The SCW is required to play an active role in service provision and supporting the development and delivery of projects in line with Cancer Council Tasmania's (CCT) mission and strategic objectives.

### *Our Organisation*

CCT is a charity working to minimise the incidence and impact of cancer on all Tasmanians through advocacy, raising awareness of cancer prevention and offering support and information for anyone affected by the disease. CCT's vision is for a cancer free future. The values underpinning our work are; *generosity, integrity, collaboration, courage and innovation*.

The role of the Supportive Care team is to provide high quality, evidence-based programs and services that support people impacted by cancer from diagnosis, through treatment, survivorship, palliation and bereavement.

### *Our Work Environment*

CCT and Quit Tasmania are smoke-free work environments.

CCT and Quit Tasmania are committed to providing a healthy, supportive and safe work environment, free from harassment and discrimination.

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### *Role Responsibilities*

The primary responsibilities are:

1. Assessment of CCT client's cancer-related concerns, level of distress and unmet needs.
2. Utilise active listening skills to explore client's resources, identify core needs, provide psychosocial support, contain interactions and refer to relevant clinical and community services.
3. Deliver or facilitate individual, group based, and practical support and education programs.

4. Assist with the implementation and evaluation of programs to ensure CCT is providing evidence based supportive care services.
  5. Assist with promotion and raising awareness of CCT Supportive Care services to the community.
  6. Mentor and effectively collaborate with support volunteers.
  7. Other duties within the scope of CCT Supportive Care Services Model of Care as directed by the Director Supportive Care.
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### *Position Requirements*

#### Essential:

- Tertiary qualifications in a health-related field or equivalent knowledge gained through any combination of education, training and/or experience.
- Experience providing face to face, person centered, psychosocial support
- Knowledge and understanding of state-wide and local health and community networks and the major issues facing Tasmanians impacted by cancer.
- Current Drivers' License.
- A commitment to CCT's objectives, including the vision for a tobacco free Tasmania.

#### Desirable:

- Recent experience working in cancer related settings.
- Current Working with Vulnerable People Check.

#### Pre - Employment:

- Cancer Council Tasmania will conduct a Police Check prior to the successful applicant's appointment to this role.
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### *Selection Criteria*

To apply for this role you will need to demonstrate your ability to meet the selection criteria. The selection criteria outline the skills, experiences and behaviours that are necessary to successfully carry out the role.

1. Qualifications in a relevant health or social science discipline or an equivalent knowledge gained through any combination of education, training and/or experience.
2. Demonstrated experience in delivering person-centered psychosocial support to clients in individual and group settings.
3. Demonstrated time management skills including the capacity to manage competing priorities within tight timeframes and as a collaborative member of a multidisciplinary team.
4. Sound knowledge and understanding of local health and community networks, and the major issues facing Tasmanians impacted by cancer.
5. Current driver's license held and maintained.
6. Accept and endorse the values of CCT. Ability to demonstrate a commitment to the values of CCT through actions and behaviour and make a meaningful contribution to positive team and workplace practices.