

JOB TITLE	Clergy Care Assistant	
JOB TYPE	0.4 FTE	
EMPLOYER	Catholic Diocese of Wollongong	Office of the Bishop
DEPARTMENT	Office of the Bishop (OOB):	Xavier Centre
ACCOUNTABLE TO	Clergy Care Coordinator; Director OPSS	38 Harbour Street (PO Box 1239) Wollongong NSW 2500 www.dow.org.au

Please provide answers to the following:

1. How do you meet the Skills, Experience and Qualifications criteria set out in the Position Description for this role?
2. Describe the skills and strengths that you can bring to this position, including any essential qualities that you think would be important to be successful in this role.
3. What tools and strategies do you use to ensure that you are organised, punctual, reliable, and meet deadlines? Please provide an example of when you have demonstrated these skills.
4. What experience do you have in assessing and advocating for individual clients in order to build long rapport and trust? Please provide specific examples. Please consider how you have taken into consideration their physical, social, spiritual, mental and emotional needs, while maintaining their respect and dignity.
5. Describe a time when you have applied clinical judgement and/or escalated healthcare concerns for clients to ensure client safety and good healthcare outcomes.
6. Describe a situation where you remained calm, empathetic and client focused when dealing with challenging behaviours, while also dealing with potentially unmet expectations of other stakeholders.
7. Why would you like to work for the Catholic Diocese of Wollongong?