



Recruitment Pools

Frequently Asked Questions

How can I apply?

Information about the qualification, the position and a copy of the job description is available at childprotection.sa.gov.au/work-with-us

- Interested applicants must apply via the DCP Career Portal
- Provide an updated Curriculum Vitae (CV) detailing professional work history
- Provide contact details for two current or recent referees, including your current line manager
- Provide copies of your degree certificate, academic transcripts, where applicable
- Provide a copy of your current Working with Children Check (WWCC) assessment by the DHS Screening Unit and complete the Pre-Employment Declaration

How long will the selection process take?

Selection processes occur regularly throughout the 12 month period. Once the selection process commences it will take from 4 to 8 weeks.

What does the selection process involve?

The selection process will vary dependant on what position or pool you are applying for:

AHP1 Social Worker Pool:

1. Online application process
2. Interview and referee check
3. Criminal history and background checks

OPS3 Child & Youth Worker (Residential Care) Pool:

1. Online application process
2. Interview and referee check
3. Suitability assessment
4. Criminal history and background checks
5. Pre-employment medical assessment
6. Pre-employment psychological evaluation
7. Assessment Centre

When is a recruitment pool used?

Currently there is an AHP1 (Social Worker) recruitment pool and an OPS3 Child & Youth Worker recruitment pool. Where there are a number of recommended applicants from other recruitment processes, a pool may be formed.

Can I apply for a Social Worker position if I do not have my parchment?

Yes, but you cannot be offered employment until you have received your transcript indicating successful completion of the qualification.

How often do vacancies arise?

Vacancies may arise at any time throughout the year and will be dependent on the needs of the business and the positions available.

How long are vacancies?

Vacancies that arise may be ongoing or temporary (term). We are committed to ensuring that staff are employed on an ongoing basis where possible.

There will be times where staff must be employed on a term basis, particularly when they are backfilling another staff member. A person can only be employed in this arrangement for the period of time that the employee is absent from their duties.

What happens when my temporary contract ends?

Recommended candidates can accept a short term contract (which may be extended). Once the contract is completed the candidate will return to the pool if the completion date is within 12 months since their initial recommendation into the pool. Please contact your Directorate Business Manager in this scenario.

Can I elect to be considered for ongoing employment only?

Yes. Candidates will need to advise the selection panel of this preference. However, if you are not made an ongoing offer of employment (or do not accept an offer) within the 12 months from your initial recommendation into the pool, you will need to reapply to be considered for the next round.

What if I only want to work part-time?

DCP aims to support and promote fair and appropriate work life balance for all of its employees in all worksites. A range of flexible working arrangements are available to assist employees to balance work demands and family, personal pursuits and responsibilities. Requests for part-time arrangements are considered on a case by case basis, in accordance with departmental policy. Feel free to contact DCP Recruitment on (08) 8204 2473 for further information.

Is my employment subject to a period of probation?

Yes, for all employees. For those who are new to the South Australian Public Sector, the length of your probation will depend on the length of your employment.

When do I need to reapply?

Your recommendation will remain valid for 12 months from the date you are advised of the initial recommendation. Candidates are encouraged to reapply after this period.

Further information

View the Commissioner for Public Sector Employment Guideline — Recruitment at publicsector.sa.gov.au