



HOW TO APPLY FOR ADVERTISED VACANCIES AT RAATSICC

Applications must contain:

1. Job Application Cover Sheet

Must be attached to your application

2. Cover Letter

Your letter of application must:

- Outline your skills and tell RAATSICC why you would be suitable for the advertised vacancy.
- Say why you believe you would be good for the job, especially pointing out your qualities you have for this job.
- Encourage us to seek more details from your résumé.

In closing, mention that you have attached your résumé and any other relevant material, and that you would appreciate an interview to further discuss your suitability.

TIP- When preparing your letter:

- ***if a closing date is given in the job advertisement, allow for delays in the mail when posting your application***
- ***ensure your application letter is proof read before sending.***

3. Resume

A résumé, often referred to as a CV, is a summary (or snapshot) of what you have achieved and who you are. It is a very important part of your job application, as it contains a brief outline of your personal details, employment history, education, skills and interests. RAATSICC would like to see the following information contained in your resume:

• Contact details	• Education and Qualifications
• Other skills	• Work history
• Activities and Interests	• Referees

4. Selection criteria

RAATSICC requires all applicants to address specific selection criteria when applying for a job here. Your ability to address the selection criteria will assist RAATSICC to short-list applicants for interviews. Each applicant is scored on how closely they meet each criteria and is then ranked accordingly.

When answering the selection criteria:

- Each individual criteria statement should be 2-3 paragraphs but no more than 1 page each
- Your responses must specifically outline examples of your work experience
- Ensure your responses are written clearly and briefly
- Re-read your responses and ensure that it has addressed the selection criteria

TIP- You must address each of the selection criteria specifically outlining examples of your work experience. Your resume can help you to focus on your experiences.



What RAATSICC will look for

Cape York/Gulf RAATSICC looks for individuals that will fit into our organisation to assist us in performing well and to successfully achieve program outcomes for the betterment of our children, youth and families of the North Qld region. RAATSICC will be more interested in you having the right attitude and demonstrating what you have done with your talents than hearing about the talents you possess.

We are very interested in personal qualities and we assume that by applying for any RAATSICC positions, you would possess the necessary skills that is required for the job. A good attitude and behaviour to work could be the deciding factor for successful employment.

RAATSICC seeks the following attitudes in an employee:

- enthusiasm
- initiative
- honesty and openness
- reliability
- adaptability
- commitment
- determination
- maturity
- cooperation
- persistence

REMEMBER:

Your application, your cover letter, your responses to the Selection Criteria, your presentation must convince RAATSICC to give you an interview. It is the best way in selling yourself as a potential employee. It should be positive, confident and show your keenness for the advertised job.

RAATSICC would like to thank you in advance for your interest in this position and wish you well in your application – Good Luck 😊





Cape York / Gulf Remote Area Aboriginal & Torres Strait Islander Child Care (RAATSICC)

Advisory Association Inc.

124 Spence Street

PO Box 6242 MC

CAIRNS QLD 4870

Ph: 07 40 300 900

Fax: 07 4041 5082

Web: www.raatsicc.org.au

Email: info@raatsicc.org.au

APPLICATION COVER SHEET

Position Applied for:

Please specify preferred base location if position offers this option:

Mr/Mrs/Ms/Miss/Other

Given Names:

Family Name:

Preferred Name:

Postal Address:

Telephone:

.....

Home:

.....

Work:

.....

Mobile:

.....

Fax:

.....

Email:

.....

Preferred method of contact

.....

THIS COVER SHEET MUST BE ATTACHED TO YOUR APPLICATION

Address all correspondence marked 'Private & Confidential' to:

Chief Executive Officer

Cape York / Gulf RAATSICC Advisory Association Inc

PO Box 6242

CAIRNS QLD 4870

Phone: (07) 4030 0900

Fax: (07) 4041 5082

Email: recruitment@raatsicc.org.au



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GENERAL CONDITIONS OF EMPLOYMENT

Position: Redress Counsellor

Level: 5.1 – Social, Community, Home Care & Disability Services Industry Award 2010

Hours: Full-time

Total Salary: \$87,544.11

Base Salary -	\$74,238.32
4 Weeks Annual Leave -	\$ 5,710.64
9.50% Super contribution -	\$ 7,595.15

Salary Sacrifice Available, negotiated amount is deducted out of your base salary

Location: Cairns (servicing Cape York communities)
(Travel is a requirement of this position)

APPLICATIONS: Addressed and marked "Private and Confidential" to:

RAATSICC Recruitment
Cape York/Gulf RAATSICC Advisory Association Inc.
PO Box 6242
CAIRNS QLD 4870

OR

Email to: recruitment@raatsicc.org.au
Subject heading: Recruitment - Private and Confidential





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POSITION DESCRIPTION

TITLE	Redress Counsellor
PROGRAM	Redress Support Service
UNIT	Community Awareness and Resource Support Unit
CLASSIFICATION	5.1

RAATSICC MISSION

As the peak advisory body and service provider on Aboriginal and Torres Strait Islander children and family matters in Far North Queensland communities, Cape York/Gulf RAATSICC members, Management Committee and staff will work collaboratively to find ways to improve the care of children, young people and families and provision of the highest standard of services to:

- Strengthen our families to maintain our way and culture
- Nurture our children as they are our future
- Develop our youth as they are our upcoming generation of leaders

POSITION PURPOSE

This position is critical to the effective and efficient delivery of the Redress Support Service, providing support to people who were sexually abused as children while in the care of an institution.

The Redress Counsellor role is responsible for engaging with the community and providing trauma-based counselling and or crisis interventions to individuals who are engaging with the National Redress Scheme.

PERFORMANCE REQUIREMENTS

Service Delivery	<ul style="list-style-type: none"> • Have knowledge of the National Redress Scheme and the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse. • Ensure individuals of the scheme are provided with support to complete the Redress forms so they may access the scheme, using a trauma-informed approach. • Provide Redress scheme information via face to face sessions, outreach services and telephone / online support to people in Cape York and rural areas of Far North Queensland. • Support the RAATSICC Redress Support team with supervision as well as opportunity to debrief to continuously develop the effectiveness of the service • Implement evaluation processes for RAATSICC Redress Support service and submit comprehensive and professional reports as stipulated in the Grant agreement. • Maintain confidentiality, privacy and duty of care, in all matters relating to individuals, staff and RAATSICC procedures. • Work sensitively with the target group, people who have experienced sexual abuse as children (under the aged of 18 years) in institutional contexts before the commencement of the scheme on 1 July 2018. • Perform position responsibilities in accordance with the Redress Support Services manual
Human Resources	<ul style="list-style-type: none"> • Submit all timesheets and leave forms correctly. • Commit and actively participate in supervision and apply reflective practice to improve professional development. • Participate in training and development opportunities to increase upon skills, knowledge and experience. • Commit and participate in staff development and meetings, as well as actively participate in Redress services meetings.

Documentation /Quality Systems Management	<ul style="list-style-type: none"> • Comply with RAATSICC’s Employee Handbook. • Record and file all relevant correspondence and documentation appropriately through the DEX (DSS Data Exchange), ensure file management in line with policy and procedures and in accordance with funding guidelines. • Gather and record statistical data relevant to measuring performance against agreed indicators and participate in review and evaluation activities. • Act and maintain professional and ethical work practices at all times.
Workplace Health & Safety	<ul style="list-style-type: none"> • Have extensive knowledge of RAATSICC’s procedural and operational methods. • Have extensive knowledge of the FKC and other relevant policies and procedures. • Adhere to safe work practices at all times. • Implement systems to ensure safe workplaces for staff, all clients and members of the public. • Report incidents and hazards immediately, in line with RAATSICC’s Employee Handbook and RAATSICC policies and procedures.
Other Duties	<ul style="list-style-type: none"> • Undertake other tasks as directed from time to time within your skills, experience and capacity. • Contribute to and participate in organisational and community activities to advance the overall safety and wellbeing of Aboriginal and Torres Strait Islander peoples.

Personal Characteristics
<ul style="list-style-type: none"> • Uphold RAATSICC’s vision, mission, values and goals for the children, youth and families to whom we provide services. • Honest communication skills; the ability to actively listen and challenge people when necessary, ask appropriate questions, provide encouragement, and minimise the impact of negative behaviours. • Initiative, self-motivation and a positive attitude. • Respect of individual’s cultural diversity, and knowledge of cultural safety. • Ability to maintain privacy and confidentiality. • Persistence, patience, apply negotiation skills and persuasion skills as appropriate. • Be critically reflective; think about your practice and identify what you do well and skills which you can improve. • Effective time management (punctuality, meeting deadlines, prioritising tasks). • Recognise your own limitations within your practice and actions. Have safe personal boundaries. • Work collaboratively and effectively with RAATSICC’s and Churches of Christ’s stakeholders and staff to provide the highest standard of services to community. • Seeks information and analyses evidence and data to make decisions. • Takes responsibility for achieving results and maintains effective work behaviours under pressure.

POSITION REQUIREMENTS

Required to have

- Relevant Undergraduate Qualification in Social or Behavioural Science
- Training and experience relevant to sexual assault support
- Proven ability, knowledge and understanding of complex trauma and how to apply this in implementing therapeutic approaches
- Demonstrated use of, or the capacity to acquire, a working knowledge of current legislation and regulations relating to victims of crime.
- Current driver's licence.

Desirable:

- A good understanding of child development and trauma theory, to inform assessment and decision making.
- Demonstrated high competency in computer use (Microsoft Office, email, web based programs and the ability to learn new programs)

Essential:

Experience in engaging proactively with and supporting individuals from diverse backgrounds (Aboriginal and Torres Strait Islander, Culturally and Linguistically diverse, low socioeconomic status, people with disabilities and people of diverse bodies, genders and sexualities.

Effective high level time management, prioritisation and organisational skills.

Demonstrated high level written and verbal interpersonal and communication skills.

Beneficial to have

- Relevant Post Graduate Qualification in Social or Behavioural Science

Additional Factors

Possess a current National Police Certificate

Possess Working with Children Check (Blue Card)

This role is responsible for creating, collecting, maintaining, using, disclosing, duplicating and disposing of information, as well as managing and using communication devices (e.g. email, internet and telephone). Staff must undertake these tasks in accordance with RAATSICC's Employee Handbook and relevant Policy and Procedures.

This role may be responsible for direct supervision and support to other Redress Support Service staff members.

Employees may be required to work outside of core business hours from time to time.

Travel is required of employees to assist with team goals and program outcomes.

RAATSICC has a three (3) month probationary period for new employees.



For more information, please do not hesitate to contact the
RAATSICC office on the toll-free number 1300 663 411
(Expenses will be incurred from a mobile service)





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SELECTION CRITERIA

TITLE	Redress Counsellor
PROGRAM	RAATSICC Redress Support Service
UNIT	Community Awareness, Resource and Support Unit
CLASSIFICATION	5.1

KEY SELECTION CRITERIA	
1.	Well developed knowledge and understanding of the National Redress Scheme and the recommendations of the Royal Commission into Institutionalised responses to child sexual abuse.
2.	Demonstrated experience in providing trauma-informed counselling and support services to individuals who have experienced child sexual abuse and trauma.
3.	High level communication and interpersonal skills to engage and deliver community sessions with people from a variety of backgrounds, including Aboriginal and Torres Strait Islander families, community groups and stakeholders.
4.	Demonstrated experience in administrative duties in a professional work environment, including experience in problem-solving skills, report writing, data collection, case planning and service evaluation.
5.	Knowledge of privacy and confidentiality protocols, conflict of interest, and duty of care requirements within an organisation.
6.	Proven ability to work independently with limited supervision, together with the ability to supervise, support and set team deliverables.

