



# 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](http://www.raatsicc.org.au)

Email: [info@raatsicc.org.au](mailto: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](mailto:recruitment@raatsicc.org.au)



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## GENERAL CONDITIONS OF EMPLOYMENT

**Position:** Fostering Support Worker

**Level:** 3.1 – Social, Community, Home Care & Disability Services Industry Award 2010

**Hours:** Full-time or Part-time

**Total Salary:** \$61,628.08

Base Salary -	\$52,261.25
4 Weeks Annual Leave -	\$ 4,020.10
9.50% Super contribution -	\$ 5,346.73

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

**Location:** Kowanyama  
Pormpuraaw  
Napranum (servicing Aurukun, Napranum, Weipa, Mapoon)

(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](mailto:recruitment@raatsicc.org.au)

Subject heading: Recruitment - Private and Confidential





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## POSITION DESCRIPTION

<b>TITLE</b>	Fostering Support Worker
<b>PROGRAM</b>	Foster and Kinship Care (FKC) service
<b>UNIT</b>	Programs and Client Services
<b>CLASSIFICATION</b>	3.1

### 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, 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 Foster and Kinship Care service (FKC) in partnership with Churches of Christ Care (CoCC). The Fostering Support Worker role is responsible for engaging with existing and potential foster and kinship carers to provide support, advice, training, practical resources, and advocacy for carers.

### PERFORMANCE REQUIREMENTS

<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>• Provide ongoing mentoring and support of placements with foster carers including the matching and transition of children and young people entering or exiting from placements.</li> <li>• Provide support to foster carers including developing support plans, education and training needs, matters of concern, individual placements and awareness of intervention services.</li> <li>• Contribute to the provision of culturally sensitive services and a culturally safe working environment through consultation and engagement with local Aboriginal and Torres Strait Islander peoples, employees and organisations.</li> <li>• Work sensitively with Aboriginal and Torres Strait Islander staff, children, young people, families and communities to provide culturally inclusive services and achieve sustainable outcomes within a culturally safe environment.</li> <li>• Perform position responsibilities in accordance with the Sanctuary Model of Care framework</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• Submit all timesheets and leave forms correctly.</li> <li>• Commit and actively participate in supervision.</li> <li>• Participate in training and development opportunities to increase upon skills, knowledge and experience.</li> <li>• Commit and participate in staff development and team meetings, as well as attend staff meetings.</li> </ul>
<b>Documentation /Quality Systems Management</b>	<ul style="list-style-type: none"> <li>• Comply with RAATSICC's Employee Handbook.</li> <li>• Record and file all relevant correspondence and documentation appropriately, ensure file management in line with policy and procedures and in accordance with funding guidelines.</li> <li>• Gather, collect and report on accurate data and statistics as required or directed</li> <li>• Gather and record statistical data relevant to measuring performance against agreed indicators and participate in review and evaluation activities.</li> <li>• Act and maintain professional and ethical work practices.</li> </ul>

<b>Workplace Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Have extensive knowledge of RAATSICC's procedural and operational methods.</li> <li>• Have extensive knowledge of the FKC and other relevant policies and procedures.</li> <li>• Adhere to safe work practices at all times.</li> <li>• Implement systems to ensure safe workplaces for staff, all clients and members of the public.</li> <li>• Report incidents and hazards immediately, in line with RAATSICC's Employee Handbook and Churches of Christ procedures.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Undertake other tasks as directed from time to time within your skills, experience and capacity.</li> <li>• Contribute to and participate in organisational and community activities to advance the overall safety and wellbeing of Aboriginal and Torres Strait Islander peoples.</li> </ul>

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

<b>POSITION REQUIREMENTS</b>	
<b>Required to have</b>	
<ul style="list-style-type: none"> <li>• Applied knowledge and understanding of child protection and out-of-home care frameworks, including knowledge of or an ability to acquire knowledge of the <i>Child Protection Act 1999</i>.</li> <li>• Knowledge and understanding of the historical and contemporary issues affecting Aboriginal and/or Torres Strait Islander peoples.</li> <li>• Current driver's licence.</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• A good understanding of child development and trauma theory, to inform assessment and decision making.</li> <li>• Well developed computer skills and use of relevant technology</li> </ul>	<p>Essential:</p> <p>Demonstrated knowledge of an experience working and supporting children, young people, adults and families.</p>
<b>Beneficial to have</b>	
<ul style="list-style-type: none"> <li>• Qualification in child and family welfare, social work or related discipline and/or related experience with a willingness to participate in further</li> <li>• Computer skills with the ability to use Word, Excel, Outlook and PowerPoint.</li> </ul>	

### Additional Factors

- Possess a current National Police Certificate – or the ability to acquire.
- Possess Working with Children (Blue Card) – or the ability to acquire.
- Possess Licensed Care Service (Child Protection) – or the ability to acquire.

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.

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

Travel may be 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)



DRAFT

Proud to partner with Churches of Christ Care





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## SELECTION CRITERIA

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<b>CLASSIFICATION</b>	3.1

KEY SELECTION CRITERIA	
1.	Well developed communication and interpersonal skills to engage with Aboriginal and Torres Strait Islander families, community groups and stakeholders.
2.	Demonstrated knowledge and understanding of social issues affecting Aboriginal and Torres Strait Islander people and communities especially in Far North Queensland remote and discrete communities.
3.	Demonstrated knowledge of administrative skills in a work environment, including experience in report writing, data collection, case planning and evaluation.
4.	Knowledge of privacy and confidentiality protocols within an organisation.
5.	Proven ability to work independently with limited supervision, together with the ability to work in a team environment.
6.	Sound knowledge of the Human Service sector, particularly foster care system.

