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 you 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 resumé, 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
- You responses must specifically outlining 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 posses 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 you 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:

PACS Manager
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: Aurukun Centre Based Support Worker

Level: 4.1 – Qld Community Services & Crisis Assistance Award

Hours: 30.4 hours per week

Total Salary: $61,628.07

Base Salary - $52,261.25
Annual Leave - $4,020.09
9.50% Super contribution - $5,346.73

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

Location: **Cairns (for up to 12 months)**

Supervisor: Community Awareness and Resource Support Manager

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

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POSITION DESCRIPTION

TITLE	AWS Centre Based Support Worker
PROGRAM	Aurukun Womens Shelter
UNIT	Community Awareness and Resource Support Unit
CLASSIFICATION	4.1
REPORTS TO	CARS Unit Manager

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, 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 Ma'aathan Womens Shelter, Aurukun to raise awareness of domestic and family violence, promote respect, challenge communities attitudes to violence and promote early intervention to prevent violence and abusive behaviours. The Centre Based Support Worker role aims to provide case management support to women and children experiencing domestic and family violence in Aurukun.

PERFORMANCE REQUIREMENTS

Service Delivery	• Provide women affected by domestic and family violence with case management support • Supervise other AWS CBS worker to ensure program outcomes are met • Engage with the community to raise awareness of domestic and family violence • Identifying and responding to support needs and barriers for service users • Undertake tasks to assess client needs and identify appropriate interventions • Working collaboratively with other agencies to source holistic and coordinated assess to services • Ensure service user files are kept up to date with all relevant documentation • Assist and support clients and their families to reach goals identified in their case plans • Develop and maintain relevant networks and knowledge of internal and external services including referral pathways • Maintain confidentiality and duty of care at all times
Human Resources	• Submit all timesheets and leave forms correctly • Commit and actively participate in all types of supervision as part of self-care and confidence in your role • Participate in training and development opportunities to increase upon skills, knowledge and experience • In conjunction with the AWS Shelter staff, establish goals/objectives and outcomes for your own work plan • Commit and participate in staff development and team meetings, as well as attend staff meetings

Documentation /Quality Systems Management	• Comply with RAATSICC's Employee Handbook and Policy and Procedures • Record and file all relevant correspondence appropriately, ensure file management in line with policy and procedures and in accordance with funding guidelines • Gather, collect and report on accurate data and statistics as directed by CARS Unit Manager • Gather and record statistical data relevant to measuring performance against agreed indicators and participate in review and evaluation activities • Provide support to Team Leader and/or Manager where required in relation to documentation and quality systems management • Act and maintain professional and ethical work practices
Workplace Health & Safety	• Have sound knowledge of RAATSICC's procedural and operational methods • Adhere to safe work practices at all times • Implement systems to ensure safe workplaces for all clients and members of the public • Report incidents and hazards immediately, in line with RAATSICC's Employee Handbook and Policy and Procedures
Other Duties	• Undertake other tasks as directed from time to time from the CARS Unit Manager 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 people

Personal Characteristics

- Uphold RAATSICC's vision, mission, values and goals for the children, youth and families that we provide services to
- 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 what you can improve on
- 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 stakeholders and staff to provide the highest standard of services to community

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POSITION REQUIREMENTS

Required to have

- Experience and/or knowledge of the Human Services sector, specifically domestic and family violence
- Well developed and effective communication skills
- Demonstrated ability to work sensitively and effectively with vulnerable families
- A positive work ethic, reliability and punctuality
- Ability to work both independently and collaboratively as a productive team member
- Proficient computer skills and use of relevant technology
- Current C Class Drivers Licence and the ability to travel if necessary within Far North Qld
- Current Blue Card (working with children and young people) If you are not already a holder of a "Blue Card" you will be required to submit an application on your first day of employment- this is at your own cost. Employment cannot continue where your application is not approved, withdrawn or you "blue card" is disqualified
- Effective Time management

Beneficial to have

- Qualification in Community Services or other relevant field **or** work towards obtaining a qualification or formalising your experience and skills
- Experience in establishing and maintaining effective professional relationships with government, non-government agencies and Indigenous communities
- Knowledge of Child Protection Act

Additional Factors

a) Persons seeking engagement in this position are required to disclose any criminal histories (including convictions, which are not recorded) and/or charges at the time of interview.

b) 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.

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

For more information, please do not hesitate to contact the
RAATSICC office on the toll-free number1300 663 411
(Expenses will be incurred from a mobile service)

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SELECTION CRITERIA

TITLE	Aurukun Centre Based Support Worker, Aurukun & Cairns
PROGRAM	Aurukun Womens Shelter
UNIT	Community Awareness, Resource and Support Unit
CLASSIFICATION	3.1 Aurukun, 4.1 Cairns
REPORTS TO	CARS Unit Manager

KEY SELECTION CRITERIA	
1.	Demonstrated knowledge and understanding of the issues related to domestic and family violence including culturally appropriate service provision, the impact on children and clients.
2.	Experience in case management and the ability to make sound judgements and appropriate referrals in crisis situations both individually and in consultation with other team members.
3.	Demonstrated knowledge of administrative skills in a work environment, including experience in report writing, data collection, case planning and evaluation.
4.	Demonstrated knowledge of privacy and confidentiality protocols within an organisation.
5.	Demonstrated ability to work independently with limited supervision, together with the ability to work in a team environment, and with a broad range of services.
6.	Experience in faciliating meetings, stakeholder engagement and community education and awareness.