



# 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

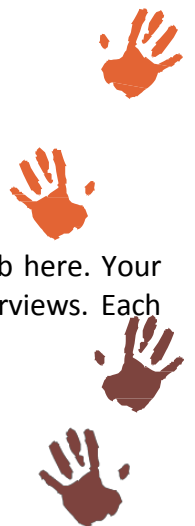
## 4. Selection criteria

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:** Family Led Convenors – Family Participation Program (FPP)  
**Level:** 3.3 – Social, Community, Home Care & Disability Services Industry Award 2010  
**Hours:** 15.2 hours per week  
**Total Salary:** \$28,131.37

Base Salary - \$24,004.45

4 Weeks Annual Leave - \$ 1,846.50

9.50% Super contribution - \$ 2,280.42

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

**Location:** Aurukun  
**Supervisor:** FPP Team Leader

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

The PACS Manager  
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: PACS Manager - Private & Confidential





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## POSITION DESCRIPTION

<b>TITLE</b>	Family Led Convenor (Identified Position)
<b>PROGRAM</b>	Family Participation Program
<b>UNIT</b>	Programs And Client Services
<b>CLASSIFICATION</b>	3.3
<b>REPORTS TO</b>	FPP Team Leader

### 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 Family Participation program. The Family Led convenor role is to provide Aboriginal & Torres Strait Islander families at risk of or involved with the Child Protection system the ability to actively participate in the planning process for addressing Child Protection concerns for their family through Family Led Decision Making meetings.

### PERFORMANCE REQUIREMENTS

<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>• Engage with referred Aboriginal &amp; Torres Strait Islander families to identify key stakeholders that they feel can support them in the Family Led Decision Making process.</li> <li>• Provide Aboriginal &amp; Torres Strait Islander families with referral pathways to provide the support required to meet their case plan goals.</li> <li>• Convene Family Led Decision Making meetings and reviews with families, including their support services and independent persons as identified by the family.</li> <li>• Develop case plans for families based on their goals as part of the Family Led Decision Making process, ensuring all parties sign off and agree with the case plan.</li> <li>• Gather and record statistical data relevant to measuring performance to against agreed indicators and participate in review and evaluation activities where required.</li> <li>• Develop and maintain relevant networks and knowledge of internal and external services including referral pathways for families.</li> <li>• Work with Aboriginal and Torres Strait Islander families and key stakeholders to maintain professional and clear communication to ensure that families are actively participating in the Family Led Decision Making process.</li> <li>• Maintain confidentiality and duty of care at all times.</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 all types of supervision as part of self-care and confidence in your</li> </ul>

	<ul style="list-style-type: none"> <li>role</li> <li>Participate in training and development opportunities to increase upon skills, knowledge and experience</li> <li>In conjunction with the manager, establish goals/objectives and outcomes for your own work plan</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 and Policy and Procedures</li> <li>Record and file all relevant correspondence 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 directed by the Team Leader and/or Manager</li> <li>Gather and record statistical data relevant to measuring performance against agreed indicators and participate in review and evaluation activities</li> <li>Provide support to Team Leader and/or Manager where required in relation to documentation and quality systems management</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 sound knowledge of RAATSICC's procedural and operational methods</li> <li>Adhere to safe work practices at all times</li> <li>Implement systems to ensure safe workplaces for all clients and members of the public</li> <li>Report incidents and hazards immediately, in line with RAATSICC's Employee Handbook and Policy and Procedures</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>Undertake other tasks as directed from time to time from RAATSICC Managers within your skills, experience and capacity</li> <li>Contribute to and participate in organizational and community activities to advance the overall safety and wellbeing of Aboriginal and Torres Strait Islander people</li> </ul>

### 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

## POSITION REQUIREMENTS

### Required to have

- Extensive knowledge of social issues affecting Aboriginal and Torres Strait Islander people and communities.
- Well developed and effective communication skills and demonstrated ability in case management with a focus on the development of case plan in line with the Family Led Decision Making process.
- Demonstrated knowledge of the Child Protection Act 1999 or the ability to rapidly acquire this knowledge.
- Demonstrated ability to work sensitively and effectively with vulnerable families
- A positive work ethic, reliability and punctuality
- Ability to work both independently with limited supervision and collaboratively as a productive team member
- The Family Led Convenor is an identified position, it is a genuine occupational requirement that an Identified position be filled by an Aboriginal or Torres Strait Islander person, as permitted by and arguable under section 25, 104 and 105 of the Qld Anti Discrimination Act (1991)
- 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. Employment cannot continue where your application is not approved, withdrawn or you “blue card” is disqualified
- Effective Time management
- Please provide ONE written reference from a referee who can confirm that you are Aboriginal and/or Torres Strait Islander descent.
- Experience in establishing and maintaining effective professional relationships with government, Community controlled organisations, non-government agencies and Indigenous communities.

### 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
- d) 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

<b>TITLE</b>	Family Led Convenor
<b>PROGRAM</b>	Family Participation Program
<b>UNIT</b>	Program And Client Services Unit
<b>CLASSIFICATION</b>	3.3
<b>REPORTS TO</b>	FPP – Team Leader

KEY SELECTION CRITERIA	
1.	Demonstrated ability to consult, negotiate and liaise effectively and sensitively with Aboriginal and Torres Strait Islander families, community groups and organisations.
2.	Demonstrated ability and experience in case management with a focus on developing a case plan in line with the Aboriginal & Torres Strait Islander Family Led Decision Making process.
3.	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
4.	Demonstrated knowledge of administrative skills in a work environment, including experience in report writing, data collection, case planning and evaluation.
5.	Demonstrated knowledge of privacy and confidentiality protocols within an organisation.
6.	Demonstrated ability to work independently with limited supervision, together with the ability to work in a team environment
7.	Demonstrated knowledge of the Child Protection Act 1999 or the ability to rapidly acquire this knowledge.
8.	Must be able to participate in Family Led Decision Making process training. (This training is compulsory)