



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:

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Home:

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Work:

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Mobile:

.....

Fax:

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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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POSITION DESCRIPTION

TITLE	Counsellor
PROGRAM	Disability Royal Commission Project
LOCATION	CAIRNS
UNIT	Community and Resource Support Unit (CARS)
CLASSIFICATION	5.1
REPORTS TO	Community and Resource Support Manager

RAATSICC

Our Vision is for RAATSICC to be that positive inspiration to make a difference in Aboriginal and Torres Strait Islander Peoples lives. **Our Purpose** is to empower Aboriginal and Torres Strait Islander families and their children to thrive and prosper.

Our Values: **INSPIRE:** **Empowerment:** Valuing our clients and staff by providing the information and tools they need to achieve. **Collaboration:** Believing in the power of working together. **Accountability:** Valuing the ability of our staff and organisation to honour our commitments to clients and each other.

POSITION PURPOSE

This position is critical to the effective and efficient management of RAATSICC Disability Royal Commission Project. RAATSICC provides a free counselling and support service for people with disability, their families and carers, and anyone affected by the Disability Royal Commission.

The counsellor role will work as part of the project team to strengthen the wellbeing of people with disabilities, their families and carers engaging with The Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disabilities. This position will provide intake and assessment, trauma informed counselling, information and referrals to relevant services.

PERFORMANCE REQUIREMENTS

Service Delivery	<ul style="list-style-type: none"> • Provide culturally appropriate trauma informed counselling interventions via face to face, telephone, video, web • Assess and undertake risk assessments and offer interventions and warm referrals as necessary • Provide case management and support when required • Attend team meetings and work collaboratively with other RAATSICC support services to ensure quality responses for service users • Attend professional development, regular supervision, and practice development sessions • Have knowledge of the Disability Royal Commission • Establish and maintain close relationships with key support services within the Far North Qld Region • Complete all reporting and accountability requirements within a timely manner • Proactively contribute to and engage in, continuous improvement, innovation and implementation of relevant legislation, best practice standards and procedures • In conjunction with the Community and Resource Support Manager, establish goals / objectives and outcomes for your own work plan
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Human Resources	<ul style="list-style-type: none"> • Comply with organisational policy, procedures and systems which meet compliance requirements • Assist with skills development of staff where necessary • Mentor, support staff and role model RAATSICC values • Submit all timesheets and leave forms correctly • Provide high level support to the CARS Manager • Act and maintain professional and ethical work practices and ensure compliance of these by staff that are supervised
Documentation/ Quality Systems Management	<ul style="list-style-type: none"> • Comply with RAATSICC's policy and procedures • Assist in maintaining effective quality assurance management processes • Ensure gathering, recording and collection of accurate data (statistics) and file management in line with service funding agreements • Provide high level support to CARS Manager and CEO where required in relation to documentation and quality systems • Plan and organise own work to achieve service goals and objectives.
Workplace Health & Safety	<ul style="list-style-type: none"> • Report incidents and hazards immediately, in line with RAATSICC's WHS Information Guide • Always adhere to safe work practices • Implement systems to ensure a safe workplace for all staff and members of the public • Have sound knowledge of RAATSICC's procedural and operational methods
Other Duties	<ul style="list-style-type: none"> • Undertake other tasks as directed from time to time from CARS Manager and other Managers of RAATSICC, and assist other staff in program support where required

Personal Characteristics
<ul style="list-style-type: none"> • Uphold RAATSICC's vision, mission, values and goals for the children, youth, and families in all service delivery • Honest communication skills: the ability to actively listen and challenge people when necessary • Initiative, self-motivation and a positive attitude • Integrity, discretion, tact and respectful behaviour when dealing with people • Respect of individual's cultural diversity, and knowledge of cultural safety • Ability to maintain privacy and confidentiality • Efficient, reliable, flexible and responsive to family needs and routines • 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

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| <ul style="list-style-type: none">• Demonstrated understanding of the prevalence and nature of trauma arising from Violence, Abuse, Neglect and Exploitation of People with Disability• An understanding of trauma informed practices and the impact of experiences resulting from misuse of power on participant's engagement with services• Ability to lead work within the criteria and framework of the Frontline Counselling Support Services program• Ability to support people in making informed choices related to counselling and other support services | <ul style="list-style-type: none">• Well-developed and effective communication skills• Proficient knowledge and use of IT systems including personal information and case management systems, data collection, word and email
• Qualification in Community Services or relevant field or work towards obtaining a qualification or formalising your experience and skills• Knowledge and understanding of human rights and social justice principles• Class "C" Drivers licence• Working with Children Blue Card• Disability Services Yellow Card |
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Beneficial to have

- Extensive knowledge and working experience in legislation, service standards and practice frameworks related to the disability and human services sector
- Ability to assess complex and sensitive client issues and experience handling sensitive and confidential information
- Experience in establishing and maintaining effective professional relationships with government, non-government agencies and Indigenous communities

Additional Factors

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.

This role may be responsible for direct supervision and support to other staff members

Employees may be required to work and undertake professional development / training outside of core business hours

Travel is required to assist with team goals and program outcomes

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	Counsellor
PROGRAM	Disability Royal Commission Project
UNIT	Community Awareness, Resource and Support Unit
CLASSIFICATION	5.1

KEY SELECTION CRITERIA	
1.	Well developed knowledge and understanding of the Disability Royal Commission.
2.	Demonstrated experience in providing culturally appropriate, trauma-informed counselling and support services to people with disability.
3.	High level communication and interpersonal skills to engage and deliver community and one on one sessions with people from a variety of backgrounds, including people with disability, Aboriginal and Torres Strait Islander families, community groups and stakeholders.
4.	Demonstrated experience in administrative duties in a professional work environment, including experience in program planning, 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.

