



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:	CWDV Counsellor
Award:	Social, Community, Home Care & Disability Services Industry Award (MA000100)
Salary:	Negotiable
Hours:	Part-time Fixed Term – 60.8 hours per fortnight
Location:	Napranum / Weipa or Cairns (outreach)



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	Counsellor
PROGRAM	Remote Indigenous Child Witnesses of Domestic Violence Support Service
LOCATION	NAPRANUM / WEIPA OR CAIRNS
UNIT	COMMUNITY AWARENESS, RESOURCES & SUPPORT (CARS) UNIT
CLASSIFICATION	5.1
REPORTS TO	Community Awareness, Resources & Support (CARS) Manager

RAATSICC MISSION

As the peak advisory body on children and family matters for Queensland's Cape and Gulf remote communities, RAATSICC Staff, Management Committee and members will work collaboratively to find ways to overcome any hindrance to the care and protection of our children as the future of our cultures, of our youth as the upcoming generation of leaders, and of our families as the core units of our communities.

POSITION PURPOSE

This position is critical to the effective and efficient management of the Child Witnesses of Domestic Violence Support service in providing counselling and therapeutic activities to children and young people to understand and manage their fears, emotions and behaviours.

The Counsellor role is to provide information, support and play experiences to children and young people affected by domestic and family violence. Working with parents and carers is a requirement of this role in delivering a holistic and culturally supportive service.

PERFORMANCE REQUIREMENTS

Service Delivery

- Undertake age appropriate individual and/or group counselling support to children and young people referred to the service
- Undertake assessment of risks and needs and determine the appropriate forms of intervention for referred clients
- Provide information, advice, support and referral to the parent / guardian with a specific focus on the needs of their children and young people
- Provide case management for all children and young people affected by domestic and family violence
- Development of individual / sibling group support plans including safety planning for all children and young people accessing the service
- Provide access to services and programs that respond to parenting issues where domestic and family violence has been a factor

Human Resources	<ul style="list-style-type: none"> • Submit all timesheets and leave forms correctly • Attend all staff meetings • Undertake specialised training and professional development relevant to child counselling best-practice models (including professional supervision)
Documentation / Quality Systems Management	<ul style="list-style-type: none"> • Comply with RAATSICC's policy and procedures • Ensure client contacts and correspondence are up to date • Ensure statistical records are documented and filed appropriately as required by the Funding Agreement and as per RAATSICC Policies and Procedures and Quality Assurance processes • Provide support to CARS Unit staff where required • Act and maintain professional and ethical work practices
Workplace Health & Safety	<ul style="list-style-type: none"> • Travel is a requirement of this position • Adhere to safe work practices at all times • Implement systems to ensure a safe workplaces for all clients and members of the public • Report incidents and hazards immediately, in line with RAATSICC's policy and procedures
Other Duties	<ul style="list-style-type: none"> • Prepare reports for RAATSICC and funding bodies that record, describe and evaluate the activities of the program • Develop and maintain links with stakeholders in communities targeting coordinated responses for victims of domestic and family violence • Participate in staff development and team meetings • Undertake other tasks as directed from time to time from managers of RAATSICC

Personal Specifications
<ul style="list-style-type: none"> • Initiative and self-motivation • Integrity, discretion and tact in dealing with people • Respect of individual's cultural diversity • Ability to maintain privacy and confidentiality • Effective time management (punctuality, meeting deadlines, prioritising tasks)

POSITION REQUIREMENTS

Required to have	Beneficial to have
<ul style="list-style-type: none">• Qualifications in Counselling, Social Work, Social Sciences, and related disciplines• Extensive knowledge of issues affecting Aboriginal and Torres Strait Islander people and communities• Sound therapeutic experience, knowledge and skills• Experience in providing outreach services to Cape York• High level of organisational and administrative skills.• Working with Children Blue Card• Class "C" Drivers licence	<ul style="list-style-type: none">• Experience in working in Cape York communities• Qualifications in Community Services or other relevant field

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. Criminal history checks through the Australian Federal Police will be undertaken by RAATSICC on the preferred applicant(s)
- (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 Policy and Procedures.

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	CWDV COUNSELLOR
PROGRAM	Remote Indigenous Child Witnesses of Domestic Violence Support Service
LOCATION	CAIRNS/ KOWANYAMA / NAPRANUM & MAPOON / LOCKHART RIVER
UNIT	COMMUNITY AWARENESS, RESOURCES & SUPPORT UNIT
CLASSIFICATION	5.1
REPORTS TO	COMMUNITY AWARENESS, RESOURCES & SUPPORT UNIT MANAGER

KEY SELECTION CRITERIA	
1.	Demonstrated experience in providing counselling and support services to children and young people, including adherence to service standards good practice frameworks.
2.	High level knowledge of domestic and family violence, and the effects on children and young people who have experienced violence.
3.	Demonstrated high understanding of issues affecting Aboriginal and Torres Strait Islander people and communities, and the ability to operate effectively in a cross-cultural environment.
4.	Significant experience in establishing and maintaining effective and professional relationships with colleagues, Indigenous communities, government, and non-government agencies.
5.	Demonstrated high level of organisational and self management techniques, including experience in case note writing, report writing, data collection, project planning and evaluation.
6.	Demonstrated knowledge of privacy and confidentiality protocols within an organisation.