



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: Family Convener
Award: Social, Community, Home Care & Disability Services Industry Award (MA000100)
Level: 3
Hours: Part-time Fixed Term – 60.8 hours per fortnight
Location: Napranum / Mapoon



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	Family Convenor Officer
UNIT	Family Care Services Unit
AWARD	Social, Community, Home Care & Disability Services Industry Award 2010
CLASSIFICATION	Level 3
REPORTS TO	Family Services Coordinator

RAATSICC'S VISION PURPOSE VALUES

- 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 are Accountability, Empowerment, Collaboration and Inspire.

CHARACTERISTICS OF THIS LEVEL

- Work under general direction in the application of procedures, methods and guidelines of RAATSICC programs.
- General features of this level involve solving problems of limited difficulty using knowledge, judgment and work organisational skills acquired through qualifications and/or previous work experience. Assistance is available from senior employees. Employees may receive instruction on the broader aspects of the work. In addition, employees may provide assistance to lower classified employees.
- Positions at this level allow employees the scope for exercising initiative in the application of established work procedures and may require the employee to establish goals/objectives and outcomes for their own particular work program or project.
- At this level, employees may be required to supervise lower classified staff or volunteers in their day-to-day work. Employees with supervisory responsibilities may undertake some complex operational work and may undertake planning and co-ordination of activities within a clearly defined area of the organisation.
- Employees will be responsible for managing and planning their own work and that of lower level staff or volunteers.
- Those with supervisory responsibilities should have a basic knowledge of the principles of human resource management and be able to assist lower level staff or volunteers with on-the-job training. They may be required to supervise more than one component of the work program of the organisation.

RESPONSIBILITIES

- Perform all administrative tasks associated with the position, including record keeping, monitoring and reporting;
- Engage with the community to raise awareness of RAATSICC programs;
- 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 access 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;

	<ul style="list-style-type: none"> • Maintain confidentiality and duty of care at all times; • Provide assistance to senior employees; • Assist and support all RAATSICC programs.
Human Resources	<ul style="list-style-type: none"> • Submit all human resource 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; • 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	<ul style="list-style-type: none"> • 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; • Gather, collect and report on accurate data and statistics as directed by unit coordinator; • Gather and record statistical data relevant to measuring performance against agreed indicators and participate in review and evaluation activities; • Provide support to unit coordinator where required in relation to documentation and quality systems management; • Act and maintain professional and ethical work practices
Workplace Health & Safety	<ul style="list-style-type: none"> • 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, volunteers and members of the public; • Report incidents, hazards and damages immediately, in line with RAATSICC's WH&S Policies and Procedures.
Other Duties	<ul style="list-style-type: none"> • Undertake other organisational tasks as directed from time to time from your team leader / manager within your skills, experience and capacity; • Contribute to and participate in organisational and community activities to advance and enhance the reputation and professionalism of the organisation (RAATSICC).

Personal Characteristics

- Uphold RAATSICC's vision, purpose and values for the children, youth and families that we provide services too;
- 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

- Experience and/or knowledge of the Human Services sector;
- Basic computer skills and use of relevant technology;
- Current Blue Card;
- Drivers Licence.

Beneficial to have

- Qualification in Community Services or other relevant field **or** work towards obtaining a qualification.
- Knowledge of Child Protection Act 1999 and Domestic & Family Violence Act 2012

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 abiding by the Privacy Act 1988 and tasks are to be undertaken in accordance with RAATSICC's Employee Handbook.
- c) This role is to practice cultural protocols and confidentiality.

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) or email
recruitment@raatsicc.org.au





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SELECTION CRITERIA

TITLE	Family Led Convenor
PROGRAM	Family Participation Program
UNIT	Program And Client Services Unit
CLASSIFICATION	3.3
REPORTS TO	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)