



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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POSITION DESCRIPTION

TITLE	Admin Support
UNIT	Individual & Community Wellbeing
AWARD	Social, Community, Home Care & Disability Services Industry Award 2010
CLASSIFICATION	Level 2
REPORTS TO	Program 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 guidance within clearly defined guidelines and undertake a range of activities requiring the application of acquired skills and knowledge.
- General features at this level consist of performing functions which are defined by established routines, methods, standards and procedures with limited scope to exercise initiative in applying work practices and procedures. Assistance will be readily available. Employees may be responsible for a minor function and/or may contribute specific knowledge and/or specific skills to the work of the organisation. In addition, employees may be required to assist senior workers with specific projects.
- Employees will be expected to have an understanding of work procedures relevant to their work.
- Employees will be responsible for managing time whilst promoting RAATSICC programs to community.

RESPONSIBILITIES

	<ul style="list-style-type: none"> • Engage with community residents, stakeholders, community councils to promote RAATSICC programs; • Provide contact details of engagement to your supervisor for referral; • Undertake a range of activities requiring the application of established work procedures and may exercise limited initiative and/or judgment within clearly established procedures and/or guidelines; • Achieve outcomes which are clearly defined; • Respond to enquiries; • Assist senior employees with projects if needed; • Provide administration support requiring the exercise of sound judgment, initiative, confidentiality and sensitivity in the performance of work;
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;

	<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • Uphold RAATSICC’s vision, purpose and values for the children, youth and families that we provide services too;

POSITION REQUIREMENTS
Required to have
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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	Administration Support Officer
PROGRAM	
UNIT	Community Awareness, Resource and Support Unit
CLASSIFICATION	2.1

KEY SELECTION CRITERIA	
1.	Knowledge and understanding of the human services sector.
2.	Well developed communication and interpersonal skills to engage with people from a variety of backgrounds, including people with disabilities, Aboriginal and Torres Strait Islander families, community groups and stakeholders.
3.	Demonstrated knowledge of administrative skills in a work environment, including experience in case note writing, data collection and evaluation.
4.	Knowledge of privacy and confidentiality protocols within an organisation.
5.	Proven ability to work independently with limited supervision, together with the ability to work in a team environment.

