

C5.51 APPLYING FOR A JOB AT BRISBANE YOUTH SERVICE

Employment Package

Thank you for your interest in applying for a position with Brisbane Youth Service Inc. (BYS). BYS is an equal opportunity employer and as such, the following information is provided to ensure that all applicants have an equal opportunity for preparing their applications. It is important that your application meets the requirements of this document.

ORGANISATIONAL PROFILE

With a vision to provide 'New Futures for Young People', BYS has been operating in Fortitude Valley since 1977. In that time, we have helped tens of thousands of young people (aged 12-25) experiencing homelessness or at risk of becoming homeless, and their accompanying children. We assist vulnerable young people to find and maintain appropriate housing, address physical and mental health issues, establish support networks and engage in education, employment and training.

BYS is a registered Charity, accredited under the Human Services Quality Framework and the National Regulatory System for Community Housing Providers.

As an Incorporated Association BYS is governed by a dedicated and experienced Board. Please refer to the attached BYS structure for information about the teams and programs.

BYS SERVICES AND PROGRAMS

BYS offers a holistic range of services that move from immediate needs through to planned support.

The current range of services provided includes:

- Information, health education, advice, support and advocacy across a range of issues
- Access to emergency financial assistance
- Crisis and transitional housing and tenancy support
- Specialist programs for young women and young families
- Medical clinic
- Mental health services
- Drug intervention, education, and support
- Activities, arts, and life-skills programs
- On-site visits from Centrelink and QPILCH (legal)

You can visit www.brisyouth.org for more details and information about BYS and the services we provide.

ABOUT THE ADVERTISED POSITION AND APPLICATION PROCESS

THE POSITION DESCRIPTION

The Position Description is attached and should be read carefully as it details the requirements, duties and selection criteria for the position.

YOUR APPLICATION

A separate application must be submitted for each vacancy advertised. The application is to include the following:

- a) a completed Job Application Form.
- b) your responses to the SELECTION CRITERIA up to four (4) pages for all responses.
- c) your resume / curriculum vitae including the names, positions and telephone numbers of three referees who can comment on your competency in regard to the selection criteria. Referees will only be contacted after an interview.
- d) Copies of your qualifications.

Advancement to the next stage of the selection process will be based on how well you demonstrate your ability to meet the selection criteria as well as relevant information contained in your resume.

In your responses, please give examples that provide evidence you have the relevant knowledge, skill or ability. If you only state that you meet the selection criteria without demonstrating how you meet it and your competencies, it is unlikely that you will be short-listed for an interview.

SHORT-LISTING PROCESS

As stated above, initial short-listing is based on your written responses and your resume.

Shortlisted applicants will be contacted for an interview.

BLUE CARD REQUIREMENTS

You must possess a valid blue card before you can start working for BYS. As a job applicant you are entitled to apply for a blue card as an individual and you do not need to be linked to an organisation. If you don't possess a valid blue card you should apply for one at the same time as you apply for a position with BYS. No offer of employment will be made to anyone who does not possess a valid blue card.

For information on how to apply for a blue card, go to: <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card>.

INTERVIEW PROCESS

Short-listed applicants will be invited to attend an interview with the selection panel.

The selection panel will ask you questions relevant to the selection criteria and allow you to expand on your written submission. Each applicant will be asked the same questions and you may be provided with a copy of these questions fifteen minutes prior to your interview.

Interview questions will be aimed at testing your knowledge and skills and may include scenarios. You should answer each question fully and succinctly to demonstrate your ability to take on this role. Time will be allocated prior to the end of the interview for you to ask the panel questions about the role or the organisation.

You are welcome to bring samples of your work or other documents to share with the panel, which will assist in demonstrating your skills and experience.

REFEREE CHECKS

Referee checks are used to supplement the final selection decision. It is the responsibility of your referee to provide honest feedback about your knowledge, skills, and abilities relevant to the selection criteria for the position.

At least one referee should be your most recent supervisor. If you are not currently in the workforce your referee should at least be in a position to comment on your abilities as they relate to the selection criteria.

If you have any concerns about the reference checking process, please raise them during your interview.

SELECTION

If you are selected for the position you will be contacted by telephone and offered the position. Should you accept, a formal written offer of employment will be forwarded to you including information detailing the terms and conditions of employment.

If you are not selected following interview, you will be contacted by telephone and advised the position has been filled. Selection feedback is available should you request it.

All other applicants will be notified in writing once the position has been filled.

For further queries about the position please contact:	Lou Baker Young Women and families Manager
Phone:	07 3620 2400
Email:	admin@brisyouth.org

Applications close at 5pm Wednesday 12 May 2021

Applications should be marked “Confidential” and made to the attention of:

Lou Baker

Email your application to:	Or post to:	Or deliver to:
admin@brisyouth.org	PO Box 1389 Fortitude Valley, QLD 4006	42 McLachlan St Fortitude Valley, QLD 4006

ATTACHMENTS:

C4.27 Position Description

C4.25 Job Application Form

POSITION DESCRIPTION

Position title:	Young Women's Support Worker		
Program/Team:	Young Women and Young Families		
Employment type & hours	Full time		
Award conditions:	Social, Community, Home Care & Disability Services Award 2010 Level 4	Remuneration:	
Working from:	Centre for Young Women and Young Families		
Reporting relationship:	Reports to the Line Manager Young Women and Young Families		
Probation period:	6 months		
Primary purpose of position:	This position is responsible for providing case work support and information and referral assistance to young women aged 12 – 25 years who are homeless or at risk of homelessness.		
SELECTION CRITERIA - Applicants shall be assessed against these selection criteria. Applicants need to provide written responses to the selection criteria below of no more than two pages in total.			
SELECTION CRITERIA	<ol style="list-style-type: none"> 1. Understanding of and commitment to BYS vision, objectives and practice framework. 2. Knowledge of and demonstrated skills in applying strengths-based and feminist frameworks. 3. Knowledge of and demonstrated skills in assessment, crisis intervention and brief solution focussed interventions. 4. Understanding of the gendered analysis of domestic and family violence involving young women and their accompanying children. 5. Knowledge of complex service systems and skills in collaborative case management that support young women's capacity for independence. 6. Strong communication skills including advocacy, critical thinking and self reflection. 7. Good planning and organisational skills. 		
Education, Qualifications, Checks and References (Mandatory)	<ul style="list-style-type: none"> • A tertiary qualification in Social Work, Human Services, Behavioural Sciences (or similar). • Current driver's license. • Working with Children Suitability Card (Blue Card) / willingness to apply for a Blue Card. • Three relevant references, including most recent Manager, if relevant. 		
Skills & Experience	<ul style="list-style-type: none"> • Experience working with young women and their accompanying children affected by domestic and family violence. • Experience with intake, referral, and individual or co-ordinated case plan management. • Computer and report writing skills 		
Personal Attributes	<ul style="list-style-type: none"> • Personal drive and integrity. • Consultative and collaborative working attitude. • Flexible, initiative, collaborative, inclusive, respectful, ethical, accountable. • Commitment to a learning culture and ongoing professional development. 		

KEY RESULT AREAS – Roles and responsibilities	
Service Delivery	<ul style="list-style-type: none"> • Provide information, advice and advocacy to young women to increase to improve young women’s experiences in the community and reduce their risk of homelessness. • Establish, implement and monitor case management support to young women to overcome homelessness and transition to independence. • Conduct intake, assessment and referral process in crisis and brief interventions with young women to protect and strengthen young women and their family. • Provide coordinated case planning with other BYS staff, agencies and government entities to maximise outcomes for young women and their children. • Support delivery of group work and social action activities, within the context of increasing women’s positive experiences within the community. • Undertake child protection reporting in collaboration with the Young Women and Young Families Manager • Collect and maintain accurate client data, to contribute to monitoring, evaluation and reporting on program performance. • Participate in both quantitative and qualitative data collection to support BYS continual quality improvement. • Participate in staff training and development activities as required. • Undertake risk assessments appropriate to the task
People and Culture	<ul style="list-style-type: none"> • Contribute to a culture of respect, optimism, accountability and resilience in line with the organisation’s values. • Attend supervision with Line Manager (at least monthly) to monitor the service and performance. • Participate in staff meetings, service reviews and organisational planning. • Participate as a collaborative and supportive team member, contributing to the overall effectiveness of the team and outcomes for young people. • Undertake and participate in staff training and development activities as required. • Where agreed with the Line Manager supervise students. • Transport groups and individuals to appointments, meetings, and any other activities as required. • Collect and maintain accurate client data, to contribute to monitoring, evaluation and reporting on program performance. • Participate in both quantitative and qualitative data collection to support BYS continual quality improvement.
Administration	<ul style="list-style-type: none"> • Implement administration relating to the service, including accurate data, client files, correspondence, and financial records. • Submit timesheets and leave requests on time and accurately. • Implement relevant service standards to ensure quality service provision. • Undertake any other tasks as required.

This Position Description forms part of the performance management framework for the Young Women’s Support Worker position. As the successful applicant, you are required to sign and date this Position Description to demonstrate your commitment to fulfil this role in accordance with the key result areas outlined above.

Employee Name:		Signature:		Date:	
Manager Name:		Signature:		Date:	

C5.24 JOB APPLICATION FORM

Please complete this application form and return it to Brisbane Youth Service (BYS) in accordance with the advertised Employment Package.

Position Title:	Young Womens Support Worker	Closing date:	12 May 2021
Applicant:	Name:		
	Address:		
		Post code:	
	Day time phone:		Mobile:
	Email address:		
Place of birth:	Town / City:		Date of birth:
	Country:		
Work eligibility:	<input type="checkbox"/> Australian citizen	<input type="checkbox"/> Australian resident	
	<input type="checkbox"/> New Zealand citizen	<input type="checkbox"/> New Zealand resident	
	<input type="checkbox"/> Current working visa: <small>(Copy must be attached)</small>	Expiry date:	
	<input type="checkbox"/> Other visa: <small>(Copy must be attached)</small>	Expiry date:	
Blue card:	Do you hold a current valid blue card for Child Related Employment? <small>(Note: You must possess a valid blue card before you can start working for BYS)</small>		<input type="checkbox"/> YES <input type="checkbox"/> NO
	If yes, provide blue card Number:		Expiry date:
	If no, have you applied for a blue card? <small>(Click here for information on how to apply for a blue card)</small>	<input type="checkbox"/> YES <input type="checkbox"/> NO	Date lodged:
Drivers licence:	Do you have a current Queensland driver's licence?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Health conditions	Do you have any pre-existing health conditions that may impact on your ability to undertake this role?		<input type="checkbox"/> YES <input type="checkbox"/> NO
	If yes, please provide additional information:		
Where did you find out about this position?	<input type="checkbox"/> BYS website	<input type="checkbox"/> QCOSS	<input type="checkbox"/> Ethical Jobs Weekly
	<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Other:	
	<input type="checkbox"/> People with a disability		

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Please complete this application form and return it to Brisbane Youth Service (BYS) in accordance with the advertised Employment Package.

Equal employment opportunity / diversity information	Please indicate if you belong to any of the following groups (completion of this section is voluntary and used for statistical purposes only):	<input type="checkbox"/> Aboriginal people <input type="checkbox"/> Torres Strait Islander people <input type="checkbox"/> Women <input type="checkbox"/> People from a non-English speaking background <input type="checkbox"/> LGBTQI + and/or gender diverse				
Qualifications:	What tertiary qualifications do you hold: (Copies must be attached)	<table border="1" style="width: 100%; height: 80px; border-collapse: collapse;"> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> </table>				
Start date:	If the position was offered to you, when are you available to start work?					
<p>Authorisation and Understanding</p> <p>I authorise Brisbane Youth Service to investigate my work history and verify all information given on this application. These enquiries may include information as to my character, general reputation and personal characteristics. I consent to the conduct of such enquiries and to the consideration of any statements or references provided by former employers in response to these enquiries.</p> <p>I authorise all individuals and employers whom I have named in my application, unless specifically limited by me in writing, to provide information requested about me, and I release them and Brisbane Youth Service from liability and damages in providing this information.</p> <p>I understand and acknowledge that any misrepresentation, omission or incorrect statement of fact may result in rejection of my application or, if hired, immediate termination of employment.</p> <p>I understand that all information provided to BYS in relation to my application will be treated in the strictest confidence and will not be communicated to any third party without my consent.</p>						
Signature:		Date:				