

## **C4.26 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**

BYS's vision is *"new futures for young people"*. We are a medium sized incorporated association providing holistic responses to vulnerable young people (aged 12 – 25 years) and young families who are experiencing homelessness or at-risk of becoming homeless. We provide transitional housing and crisis accommodation, tenancy support and a range of services and referral pathways to address physical and mental health issues, establish successful relationships and support networks and support to access education, training and long-term employment.

Brisbane Youth Service recently expanded its service offerings and geographical reach by merging the programs and services offered by Carina Youth Agency and Youth Emergency Services into BYS.

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:

- Transitional housing and tenancy support
- Crisis accommodation
- Specialist youth medical clinic including a Registered Nurse and sessional General Practitioners
- Intensive personal support and counselling
- Activities, arts and life-skills programs
- A women's only housing service
- Parent support services for young families including intensive support
- Information, health education, advice, support and advocacy across a range of issues
- Drug intervention, education and support.
- Needle and Syringe Exchange program
- Access to emergency financial assistance
- On-site visits from Centrelink and QPILCH (legal)

You can visit [www.brisyouth.org](http://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 of no more than five (5) 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 regarding the selection criteria. Referees will only be contacted after an interview.
- d) Copies of relevant tertiary qualifications relevant to this position.
- e) Copy of evidence of right to work in Australia (E.G. Australian Passport, permanent residency or working visa) or make available at interview.

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 provide examples that provide evidence that you have the relevant knowledge, skill or ability to fulfil this role. 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.

Short-listing will occur within one week of the closing date and shortlisted applicants will be contacted for an interview during this week. Please refer to dates on page 4.

If you have not been short-listed you will be advised of this in writing following the finalisation of the selection process.

### **INTERVIEW PROCESS**

Shortlisted 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. A time limit will be set for the interview session to determine the interviewee's ability in time management.

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 advised of this in writing and advised that post selection feedback is available should you request it.

<b>For further queries about the position please contact:</b>	Di Mahoney, Service Delivery Director
<b>Phone:</b>	07 3620 2400
<b>Email:</b>	<a href="mailto:admin@brisyouth.org">admin@brisyouth.org</a>

***Applications close at 5pm on 26/2/2018***

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

Sarah Page

<b>Email your application to:</b>	<b>Or post to:</b>	<b>Or deliver to:</b>
<a href="mailto:admin@brisyouth.org">admin@brisyouth.org</a>	PO Box 1389 Fortitude Valley, QLD 4006	42 McLachlan St Fortitude Valley, QLD 4006

## ATTACHMENTS:

C4.27 Position Description

C4.25 Job Application Form