

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
- Street outreach
- 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) certified copies of qualifications relevant to the position you are applying for.

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 show 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.

Shortlisted applicants will be contacted for an interview.

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

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. 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 a 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 that post has been filled. Selection feedback is available should you request it.

For further queries about the position please contact:	Rhianon Vichta-Ohlsen Research & Evaluation Coordinator
Phone:	07 3620 2400
Email:	admin@brisyouth.org

Applications close at 5pm 25 May, 2019

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

Rhianon Vichta-Ohlsen

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

C.4.25 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:	Research Interviewer		Closing date:	25/05/19
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: (Copy must be attached)		Expiry date:	/ /
	<input type="checkbox"/> Other visa: (Copy must be attached)		Expiry date:	/ /
Blue Card:	Do you hold a current Positive Notice Blue Card for Child Related Employment?			<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?	<input type="checkbox"/> YES	Date lodged:	/ /
		<input type="checkbox"/> NO		
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:	

C.4.25 JOB APPLICATION FORM

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"/> People with a disability
		<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
Qualifications:	What tertiary qualifications do you hold: (Copies must be attached)	
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: / /

POSITION DESCRIPTION

Position title:	Research Interviewer (Casual)		
Program/Team:	Quality Practice and Knowledge Team		
Employment type & hours	Casual, variable hours by negotiation – between June 2019 and December 2019.		
Award conditions:	Research assistant award Lvl 4	Remuneration:	Casual + loading
Working from:	HUB and off-site		
Reporting relationship:	Reports to the Research and Evaluation Coordinator		
Probation period:	6 months		
Primary purpose of position:	Undertake qualitative interviewing with young people to contribute to organisational research projects related to the experiences of young people who are, or have been, couch surfing as a form of homelessness. Interviewers will be involved in recruiting participants, conducting semi-structured interviews, recording and transcribing interview data, and contributing to thematic analysis of data collected.		
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	<p><i>Essential:</i></p> <ol style="list-style-type: none"> At least 2 years of experience working therapeutically with vulnerable young people (eg counselling, case management, youth work etc) Lived experience and/or demonstrated awareness and sensitivity to complex issues related to youth homelessness, substance use, mental health issues, family and relationship violence, self-harm, sexual assault etc Demonstrated capacity to safely support young people to share their stories of experiences of trauma, vulnerability and disadvantage. Demonstrated capacity to maintain rigorous confidentiality, professional and ethical practice boundaries Demonstrated capacity to maintain an excellent standard of accurate and timely record keeping Very high standard of written and verbal communication skills Capacity to work autonomously and responsibly to recruit participants, conduct interviews and collate qualitative data to a consistently high standard <p><i>Desirable:</i></p> <ol style="list-style-type: none"> Demonstrated capacity to engage in qualitative research methods including semi-structured interviewing and qualitative data analysis Demonstrated capacity for high level academic research activities <p><i>Young people (under 25 years old), women, those identifying as LGBTIQ and/or Aboriginal and/or Torres Strait Islander are encouraged to apply.</i></p>		
Education, Qualifications, Checks and References (Mandatory)	<ul style="list-style-type: none"> A tertiary qualification in Social Work, Psychology, or Social Sciences or similar experience. 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"> At least 2 years of experience working therapeutically with vulnerable young people (eg counselling, case management, youth work etc) 		

	<ul style="list-style-type: none"> • Lived experience and/or demonstrated awareness and sensitivity to issues related to youth homelessness, substance use, mental health issues, self-harm, family conflict, sexual assault etc • Demonstrated capacity to safely support young people to share their stories of experiences of trauma, vulnerability and disadvantage. • Demonstrated capacity to maintain rigorous confidentiality, professional and ethical practice boundaries • Demonstrated capacity to maintain an excellent standard of accurate and timely record keeping • Very high standard of written and verbal communication skills • Capacity to work autonomously and responsibly to recruit participants, conduct interviews and collate qualitative data to a consistently high standard • Demonstrated capacity to engage in qualitative research methods including semi-structured interviewing and qualitative data analysis • Demonstrated capacity for high level academic research activities
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 / DEPARTMENT	<ul style="list-style-type: none"> • Work under the direction of the Research and Evaluation Coordinator to recruit young people to participate in research • Undertake safety planning with vulnerable young people • Conduct and record qualitative interviews using a semi-structured interview format • Record and transcribe interviews • Contribute to thematic analysis of interview transcripts • Undertake other research activities as requested eg literature reviews, quantitative analysis, document preparation, report preparation etc • Maintain highly accurate and detailed records of all data collected • Maintain the highest standard of confidentiality in relation to all research processes and participants • Identify and manage critical incidents and risks effectively, appropriately and efficiently, according to organisational policies and procedures. • Collect and maintain accurate client data, as otherwise required, to contribute to monitoring, evaluation and reporting on program performance. • Participate in both other quantitative and qualitative data collection to support BYS continual quality improvement, as required. • Participate in staff training and development activities as required.
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.
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. • Ensure the accurate and timely completion of timesheets and leave requests on a fortnightly basis

	<ul style="list-style-type: none"> • Maintain mandatory reporting in collaboration with the Line Manager. • Implement relevant service standards to ensure quality service provision. • Undertake any other tasks as required.
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This Position Description forms part of the performance management framework for the Research Interviewer, Casual. 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:	