

## 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](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 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.

<b>For further queries about the position please contact:</b>	Jacqui de la RUE Health Services Manager
<b>Phone:</b>	07 3620 2400
<b>Email:</b>	<a href="mailto:admin@brisyouth.org">admin@brisyouth.org</a>

***Applications close at 5pm 29 September 2019***

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

**Jacqui de la RUE**

<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

## POSITION DESCRIPTION

<b>Position title:</b>	Psychologist (Dual Diagnosis)
<b>Program/Team:</b>	Health Team
<b>Employment type &amp; hours</b>	Part time – 4 days / week until 30 June 2020
<b>Award conditions:</b>	<b>Remuneration:</b>
<b>Working from:</b>	The Hub, Fortitude Valley
<b>Reporting relationship:</b>	Reports to the Health Services Team Manager
<b>Qualifying period:</b>	6 months
<b>Primary purpose of position:</b>	To support the recovery processes through the provision of psychological interventions, including one-to-one counselling, suicide risk assessment and follow up support, deliver small group work, and participate in case conferencing.
<b>SELECTION CRITERIA</b> - 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.	
<b>SELECTION CRITERIA</b>	<ol style="list-style-type: none"> <li>1. Understanding of and commitment to BYS vision and objectives.</li> <li>2. Ability to work in alignment with the BYS Practice Framework including a commitment to harm reduction, women's rights and social justice.</li> <li>3. Self-reflective and critical thinking skills.</li> <li>4. Strong communication skills including advocacy.</li> <li>5. Good planning and organisational skills.</li> <li>6. Understanding of individual, social and environmental issues affecting young people who use drugs, experience mental health issues, and are homeless or at risk.</li> <li>7. Detailed understanding of effective interventions for this client group, including underlying principles of these interventions, particularly the recovery orientation model.</li> </ol>
<b>Qualifications, Checks and References (Mandatory)</b>	<ul style="list-style-type: none"> <li>• A tertiary qualification in Psychology, Social Work, or Social Sciences;</li> <li>• AHPRA Registration as a General Psychologist (endorsement not required)</li> <li>• Current driver's license.</li> <li>• Working with Children Suitability Card.</li> <li>• Three relevant references.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to work with young people living with a dual diagnosis (mental health and substance misuse) who also demonstrate complexity;</li> <li>• Demonstrated ability to manage and coordinate a counselling program, to meet timeframes, and deliver measurable outcomes;</li> <li>• Demonstrated ability to develop and maintain networks and partnerships that produce improved service outcomes for young people;</li> <li>• Ability to present to groups, run education workshops and facilitate meetings (including case conferences);</li> <li>• Ability to work as part of a large multi-disciplinary team; and,</li> <li>• High level computer and report writing skills.</li> </ul>

Attributes	<ul style="list-style-type: none"> <li>• Enthusiasm, flexibility, initiative, patience, helpful, ethical.</li> <li>• Open to change and growth.</li> </ul>
<b>KEY RESULT AREAS – Roles and responsibilities</b>	
Service Delivery	<ul style="list-style-type: none"> <li>• Co-ordinate and manage the on-site counselling service at McLachlan St;</li> <li>• Provide a suite of interventions including: one-to-one counselling (both short term and long term); brief support interventions; and suicide risk assessment.</li> <li>• Develop content and and/or education sessions in both recovery-based topics (e.g., sustaining change) as well as clinical topics (e.g., ACT, CBT, DBT or anger management);</li> <li>• Deliver group therapy or small groups for young people;</li> <li>• Provide case conferencing and collaboration support (liaison with referrers, multi-disciplinary team staff, relatives, and other services as required);</li> <li>• Collect and maintain accurate client data, including all session notes, all assessments and all case planning;</li> <li>• Contribute to monitoring, evaluation and reporting on program performance;</li> <li>• Participate in both quantitative and qualitative data collection to support BYS continual quality improvement;</li> <li>• Participate in staff training and development activities as required.</li> </ul>
Service operation and development	<ul style="list-style-type: none"> <li>• Promote BYS, outcomes achieved and practice and service development; raise awareness around drug use and mental health issues;</li> <li>• Establish and maintain collaborative partnerships and referral pathways to increase young people's access to mental health services and drug treatment;</li> <li>• Maintain current knowledge of issues affecting homeless and at risk young people, particularly regarding drug use and unmet mental health needs;</li> <li>• Develop cross agency education projects focussing on dual diagnosis issues</li> <li>• Participate in relevant networks and inter-agencies forums</li> <li>• Maintain strategic relationships with funders and other key stakeholders</li> </ul>
People and Culture	<ul style="list-style-type: none"> <li>• Contribute to continual professional practice improvement within BYS and the sector</li> <li>• Attend supervision at least monthly with Health Services Team Manager</li> <li>• Participate in team and other staff meetings</li> <li>• Provide general support to BYS colleagues</li> <li>• Address professional needs by attending training and development</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Implement administration relating to the service, including accurate records, client files, correspondence and statistics.</li> <li>• Prepare reports and other evaluation as required.</li> <li>• Maintain accurate and timely record keeping and data collection.</li> <li>• Maintain mandatory reporting in collaboration with the Health Services Team Manager.</li> <li>• Implement relevant service standards to ensure quality service provision.</li> <li>• Undertake any other tasks as required.</li> </ul>

*This Position Description forms part of the performance management framework for the role. 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.*

<b>Employee Name:</b>		<b>Signature:</b>		<b>Date:</b>	
<b>Managers Name:</b>		<b>Signature:</b>		<b>Date:</b>	

## 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.

<b>Position Title:</b>	<b>Dual Diagnosis Psychologist</b>		<b>Closing date:</b>	<b>29 September 2019</b>
<b>Applicant:</b>	<b>Name:</b>			
	<b>Address:</b>			
			<b>Post code:</b>	
	<b>Day time phone:</b>		<b>Mobile:</b>	
<b>Email address:</b>				
<b>Place of birth:</b>	<b>Town / City:</b>		<b>Date of birth:</b>	/ /
	<b>Country:</b>			
<b>Work eligibility:</b>	<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)		<b>Expiry date:</b>	/ /
	<input type="checkbox"/> Other visa: (Copy must be attached)		<b>Expiry date:</b>	/ /
<b>Blue Card:</b>	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:		<b>Expiry date:</b>	/ /
	If no, have you applied for a Blue Card?	<input type="checkbox"/> YES	<b>Date lodged:</b>	/ /
		<input type="checkbox"/> NO		
<b>Drivers licence:</b>	Do you have a current Queensland driver's licence?			<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Health conditions</b>	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:			
<b>Where did you find out about this position?</b>	<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.



<b>Equal employment opportunity / diversity information</b>	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"/> LGBTIQ+
		<input type="checkbox"/> People from a non-English speaking background
<b>Qualifications:</b>	What tertiary qualifications do you hold: (Copies must be attached)	
<b>Start date:</b>	If the position was offered to you, when are you available to start work?	/ /
<p><b>Authorisation and Understanding</b></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>		
<b>Signature:</b>		<b>Date:</b> / /