

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:	Simone Burse Health Services Manager
Phone:	07 3620 2400
Email:	admin@brisyouth.org

Applications close at 5pm Monday 3 May 2021

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

Simone Burse

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

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:	Clinic GP	Closing date:	3 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		

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.



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)	<div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
Start date:	If the position was offered to you, when are you available to start work?	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<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:	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	Date:
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>		<div style="border: 1px solid black; height: 40px; width: 100%;"></div>

POSITION DESCRIPTION

Position title:	General Practitioner – Specialist Youth Clinic		
Program/Team:	Health Team		
Employment type & hours	Part time - hours and day negotiable		
Award conditions:	n/a	Remuneration:	\$110 per hour
Working from:	42 McLachlan St, Fortitude Valley		
Reporting relationship:	Reports to the Health Services Manager		
Probation period:	6 months		
Primary purpose of position:	This position provides primary health care services for young people visiting the BYS medical clinic. The aim is to improve young people’s access to health care information and services, address health and mental health needs to promote wellbeing, and encourage them to engage in their healthcare. This care is based on latest evidence and guidelines and meets legislative requirements.		
SELECTION CRITERIA - Applicants shall be assessed against these selection criteria. Applicants need to provide written responses to the selection criteria below.			
SELECTION CRITERIA	<ol style="list-style-type: none"> 1. Understanding of and commitment to BYS’ vision and objectives and ability to work in alignment with the BYS Practice Framework. 2. Understanding of health issues affecting homeless and at risk young people with particular knowledge in emotional and mental health, sexual and reproductive health, blood borne viruses, and alcohol and other drug use. 3. Ability to build rapport with vulnerable people, have an understanding of trauma-informed care and the importance of relational practice. 4. Ability to work without direct supervision and use sound professional judgement in clinical matters. 5. Ability to advocate on behalf of young people and to develop working partnerships with other relevant agencies. 6. Understanding of Aboriginal and/or Torres Strait Islander health needs and culturally appropriate practices. 7. Ability to collaborate effectively as a member of an interdisciplinary team. 		
Education, Qualifications, Checks and References (Mandatory)	<ul style="list-style-type: none"> • Medically qualified and registered as a medical practitioner with the Australian Health Professional Regulation Authority (AHPRA) / Medical Board of Australia • Vocational registration with the College of GPs • Current medical indemnity insurance • Three relevant references 		
Skills & Experience	<ul style="list-style-type: none"> • Minimum two years of clinical experience • A thorough knowledge of legislation and standards of general practice, including a sound knowledge of Gillick’s competency • Ability to work independently in a busy community setting • Computer skills and a knowledge of GP practice medical software, especially Best Practice 		
Personal Attributes	<ul style="list-style-type: none"> • Flexibility, initiative, collaborative, inclusive, respectful, ethical, accountable • Strong communication skills • Commitment to a learning culture and ongoing professional development. 		

KEY RESULT AREAS – Roles and responsibilities

Service Delivery	<ul style="list-style-type: none"> • Provide skilled health assessment, including providing physical examinations, and advise on the diagnosis, treatment and management of a patient’s health issues. • Order diagnostic tests as needed; inform patients of results in accordance with clinic procedure. • Provide patients with advice on healthy living and wellbeing. • Provide information about, and referral to, other agencies and medical services if patient needs exceed the range of care you are able to provide; this may include referral to youth work support within BYS. • Consult and collaborate with colleagues to provide holistic care. • Prescribe pharmaceutical drugs as appropriate to patients and explain the nature of the medication and any side-effects to the patient; fully explain the dosage, frequency and length of the course to the patient. • Administer and/or prescribe vaccinations as required. • Complete mental health assessments and develop mental health care plans. • Undertake risk assessments appropriate to the task. • Record in the clinic notes all details of the consultation, including history, examination and management offered, and any follow-up organised. • Maintain a clean and hygienic work environment in the clinic. • Work in a way that is consistent with health and safety practices, especially in regard to the handling and disposal of sharps and body fluids. • Collect specified data on all client contacts in accordance with health service requirements. • Work with other community-based health programs as required. • Respond to medical emergencies if on duty at BYS. • Participate in staff training and development activities as required.
People and Culture	<ul style="list-style-type: none"> • Operate the BYS Clinic in compliance with the Health Act (1937), the Health Team Clinical Governance Framework, BYS Code of Conduct and Policies and Procedures. • 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. • 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. • Maintain mandatory reporting in collaboration with the Line Manager. • 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 Clinic GP. 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:	