



APPLICATION PACKAGE

POSITION

Get Set for Work Program (GS4W)
PROGRAM ASSISTANT

POSITION LOCATION

Ingham, North Queensland

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Queensland Youth Services (QYS) is the body which is the funding recipient and the management organisation for the QYS positions in Townsville and outlying centres.

The Vision of Queensland Youth Services is:

- To work with and for young people to access existing services, options and opportunities, and to promote holistic well being,
- To act as a catalyst to recognise and challenge structural inequalities with the aim of social change and the empowerment of young people, and
- To develop with young people a sense of self-respect, dignity, belonging, purpose and value in themselves and the community.

POSITION TITLE: Get Set For Work Program Assistant – Ingham

EMPLOYMENT STATUS: Casual position
All positions with QYS are subject to availability of funding

SALARY: Social, Community, Home Care and Disability Services Industry Award - Level 5
Salary Sacrifice package available

POSITION SUPERVISOR: GSFW Ingham Program Coordinator

FUNDING SOURCE: Dept Employment, Economic Development and Innovation (DEEDI)

CLOSING DATE: Monday, 15th August 2011
Applications **must be received by 3:00pm**

FURTHER INFORMATION: Fred Chong – Get Set for Work Coordinator
Queensland Youth Services - Ingham
Ph: 4776 1994
Email: fred@qldyouthservices.org.au

POSITION DESCRIPTION

GET SET FOR WORK PROGRAM ASSISTANT

The Get Set for Work Program is an initiative of the Queensland State Government, aimed at young people aged 15-17 years. The Program provides intensive employment and training assistance for participants who are either early school leavers or at risk of leaving school.

The aim of the program is to assist participants to find work, return to school or to engage in further education and training.

Participants on the Get Set for Work program will undertake a wide range of learning experiences including:

- Job preparation including interview skills, resume writing, job search and work experience
- Industry guest speakers and work site visits.
- Recreation and social activities to develop communication and group cohesion.
- Project Work (team building)
- Learner License Preparation

DUTY STATEMENT

- To assist participants to gain employment or return to mainstream education and training
- Develop Networks with the Industry, Training Institutions and Recruitment Agencies
- To assist young people with their own personal growth (goal setting, personal development etc.)
- Provide a flexible education option and support for youth who have disengaged from learning
- Provide a pathway to a career a related industry through personal and practical skills development in a supportive and caring VET environment
- Instil self-confidence, a sense of achievement and pride in young people
- Provide an alternative pathway to assist at risk students to continue to be engaged in learning or employment.

Reporting- Organisational Relationships

Reports to: Manager, Queensland Youth Services.

Liaises with: GSFW Ingham Program Coordinator

KEY SKILL REQUIREMENTS/COMPETENCIES

ESSENTIAL:

- Demonstrated substantial experience in youth focused service delivery. High level of understanding of youth issues and how they impact on young people and their families.
- Demonstrated experience of skills such as: case management, conflict resolution, negotiation, advocacy, mediation and problem solving;
- A demonstrated ability to maintain and build upon linkages with key stakeholders;
- Demonstrated skills in working with diverse communities including Aboriginal and Torres Strait Islanders (ATSI), Culturally and Linguistically Diverse (CALD) and Gay Lesbian Bisexual Transgendered (GLBT) young people, families, services, and communities;
- A demonstrated ability to work independently under general direction and to apply discretion and judgment in carrying out delegated tasks.
- Strong communication and interpersonal skills, especially written communication (e.g. writing up work plans, reports, statistics information, resumes etc) and networking skills.

MANDATORY:

- Current Queensland Manual 'C' Class Driver's License
- Possession of a *Suitability Card for Child Related Employment* or the ability to obtain this from the Commission for Children and Young People.
- Persons seeking employment with QYS are required to disclose their criminal history. The successful applicant will be required to undertake a criminal history check.

DESIRABLE :

Knowledge:

- Formal qualifications in social work, social sciences or equivalent;
- Two years experience in working with young people

Personal Attributes:

- Versatility, flexibility and self motivation
- Ability to work cooperatively, harmoniously and proactively with other members of the staff team

The Position Description:

The position description you have received should be read carefully as it describes the nature of the position and the qualities required of the person to perform the job. In particular, it provides information regarding:-

- **Conditions of Employment**
- **Position Objectives** or key elements of the job
- **Duties and Responsibilities** with regard to the position
- **Key skill requirements/competencies** which identify the qualities required for the position in terms of knowledge, experience, skills, abilities and qualifications. These criteria are sometimes listed in order of priority.

Key skill requirements/competencies:

The wording of the Key skill requirements/competencies will indicate the required level of knowledge, skills and abilities needed for the position. For example:-

- 'demonstrated' or 'proven' ability means that you should have successfully performed the activity or used the skill in the past - actual experience rather than just potential is required;
- 'ability/knowledge' or 'general ability/knowledge' implies that you have the potential to acquire the skill or knowledge - if you have not had direct experience with these aspects of work, you could demonstrate your ability by comparing it to similar or equivalent responsibilities, tasks, etc. or relevant studies that you have undertaken;
- 'thorough', 'sound' or 'high level' gives an indication that advanced skill or knowledge is required.

How to Apply

Please provide a short response (maximum 2 pages) on how your professional qualifications, experience, abilities and knowledge would enable you to achieve the Position Objectives and to meet the key skill requirements.

A total application might include the following:

- An **Application Letter** to form a coversheet.
- A **Curriculum Vitae** outlining a brief summary of your career outlining positions held and major responsibilities.
- **Short Response** which concisely but fully describes how you consider yourself suitable against the **Key Skill Requirements/Competencies**. Wherever possible, cite evidence of your merit; don't simply give examples which demonstrate how you have met them.
- The **Names, Positions and Telephone Contact Numbers** for two **Referees** (written personal references are not required as part of your application).

Your application should be concise and succinct with relevant information.

Closing Date

Applications for advertised vacancies close at 3.00pm on the closing date for the vacancy. Applications must be RECEIVED by this time.

All applications should be marked 'Private and Confidential' and forwarded to:

**The Manager
Qld Youth Services Inc.
PO Box 573
Townsville Qld 4810**

or emailed to Jacek Zuchowski: manager@qldyouthservices.org.au