



BYS 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.

THE POSITION DESCRIPTION

The Position Description should be read carefully as it details:

- The requirements and duties of the position
- The criteria for selection of the most suitable applicant for the position
- Details re closing dates for applications, for interviews and commencement if successful

Please note that, in terms of the selection criteria “demonstrated competency” or “demonstrated skill” means that you have actually used the particular competency or skill and can give and discuss examples of this use.

YOUR APPLICATION

A separate application must be submitted for each position vacancy advertised. The application is to include the following:

- a) A Completed BYS Standard Application Form.
- b) A resume/curriculum vitae including the names, positions and telephone numbers of at least three referees who can comment on your competency in regard to the selection criteria. Referees will only be contacted after an interview.
- c) **Response to the KEY SELECTION CRITERIA with no more than one page per question.**
Selection for the next stages of the selection process will be based on your response to the criteria *and* demonstrated previous experience in your resume.

Please focus on specific examples that provide evidence that you have the relevant knowledge, skill or ability. If you merely state that you meet the selection criteria without demonstrating your competencies it is unlikely that you will be short-listed.

SHORT-LISTING PROCESS

As stated above, initial short-listing is based on your written response and your resume/previous experience.

Short-listing will occur within one week of the closing date and you will be contacted for an interview during this week if required.

If you have not been short-listed you will be advised of this in writing as soon as possible, usually within four weeks.

INTERVIEW PROCESS

If you are short-listed you will be invited to attend an interview with a panel consisting of a Management Committee Representative, BYS Executive Manager - Programs and a either an external person or a BYS Co-Worker.

The interview panel will ask you questions that address the selection criteria and allow you to expand on your written submission. Each applicant will be asked the same questions and you will 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.

Questions are aimed at testing your knowledge and skill and may include scenarios for you to respond to. You should answer each question fully and succinctly, as the panel will see it as your responsibility to give all the factual evidence to support your application.

You will be offered time to ask any other questions you may have at the conclusion of the interview.

REFERREE CHECKS

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 ideally have been 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 your referee provides information detrimental to your selection, you will be made aware of this information and be given an opportunity to respond.

If you have any concerns about the reference checking process please raise them during your interview.

Reference checks are used to supplement the final selection decision.

SELECTION

If you are selected for the position you will be first contacted by telephone. You will be offered the position and 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 within two working weeks of the interview.

Post selection feedback for unsuccessful applicants is available on request.

AGENCY PROFILE

BYS is a medium sized incorporated association providing a holistic response to young people and young families (aged 12 – 25 years) who are homeless or at-risk in the inner-city of Brisbane. BYS has been in operation since 1977.

BYS upholds the values of social justice, compassion, respect, professionalism and diversity and is committed to collaborative work at all levels.

The mission of BYS is: “*new futures for young people*”.

BYS Current Services

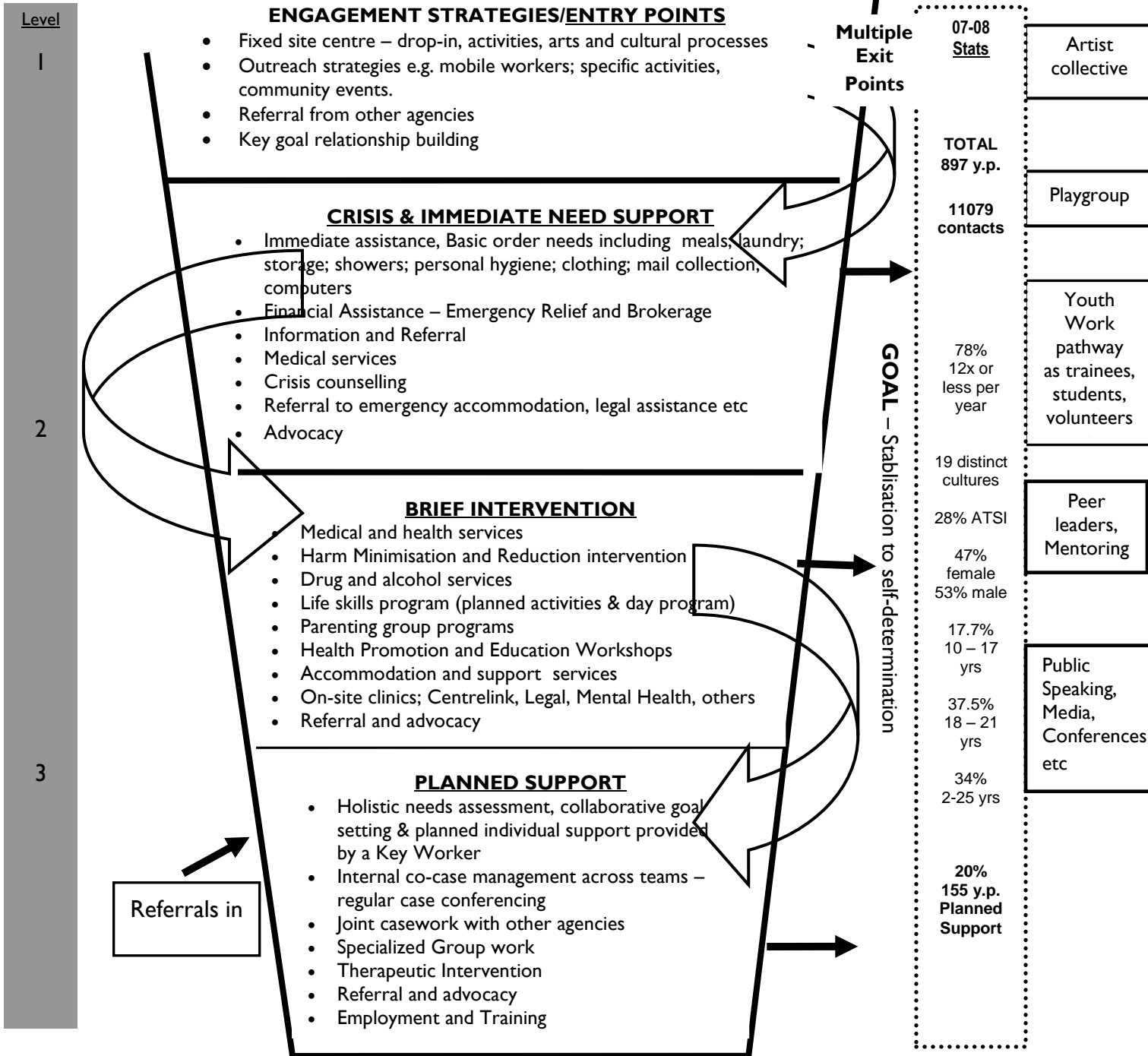
BYS offers a holistic range of services that move from immediate needs through to planned support (refer Model of Service Delivery). You can go to www.brisyouth.org for more info.

The current range of services provided includes:

- Drop in services including access to:
 - showers, laundry, food, mail, storage of belongings, computers and phones
 - Program of activities for participation.
- Specialist youth medical clinic including a doctor and nurse
- Access to drug intervention workers for intervention, education and support.
- Needle and Syringe Exchange program
- Access to emergency assistance for housing and fares
- On-site assistance from Centrelink with income support
- On-site Mental Health Outreach Clinic
- Legal and Court Support including weekly clinic at the Diversion Court
- Street/park based Outreach services
- Activities, arts and life-skills programs
- Community cultural development projects and resource development
- Transitional housing options
- Housing support and education
- Health education and promotion activities and intervention
- A range of Parent support services for young families including intensive support (
- Parenting Groups
- Peer education programs
- Support for promoting young peoples access to genuine participation opportunities
- Systemic information, advice, support and advocacy across a range of issues.
- Case management
- Intensive personal support and counselling

MODEL OF SERVICE DELIVERY

Model of Community Development & post 'client' pathways



TARGET GROUP:
Homeless and at-risk young people and their children

SPECIALIST TEAMS:
Health, Housing & Homelessness,
Youth Development, Young Families, Employment and Training,
Youth Connections

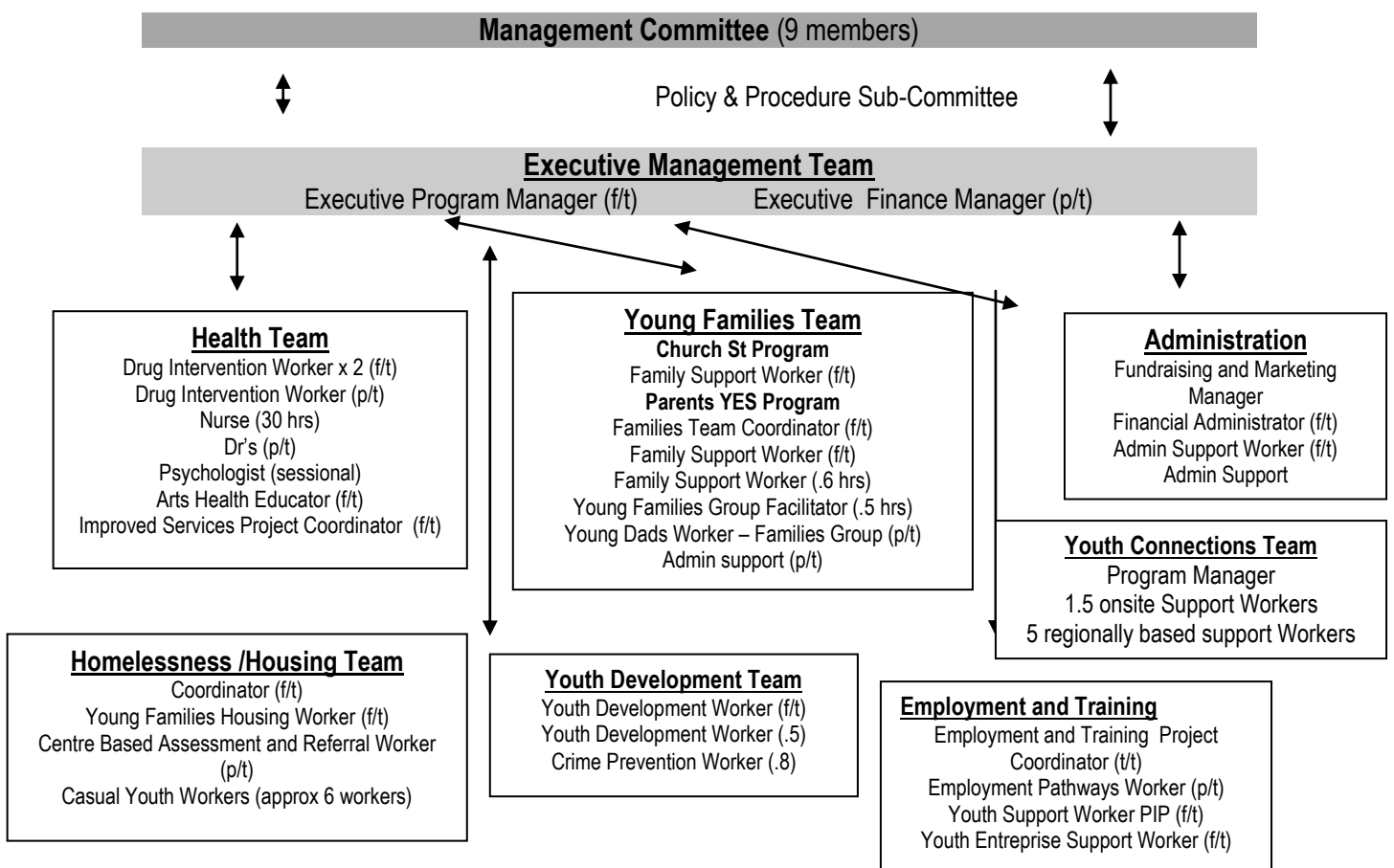
N.B. A person can be in receipt of services at more than one level at any point in time

Current Organisational Structure:

The agency has a staffing structure made up of eight teams

- Youth Health Team
- Homelessness and Housing Team
- Young Families Team
- Youth Development Team
- Employment and Training Team
- Youth Connections Team
- Executive Management Team
- Administration.

The organisation is governed by a dedicated and experienced Management Committee.



You are invited to access our web site at www.brisyouth.org for more details and information about the services we provide.



BRISBANE YOUTH SERVICE INC

POSITION DESCRIPTION

Title:	Training and Employment Coordinator – READVERTISED!
Grading:	QCSA Award Level 5 (plus above Award Conditions)
Hours:	Full time 38 hours per week, 12 months
Funding source:	Skilling Qlder for Work Program Dept of Employment and Economic Development and Innovation
Location:	78 Berwick St, Fortitude Valley, QLD 4006
Closing date:	2 nd August 2010

PURPOSE:

The purpose of the position is to run a Skilling Qlders for Work (SQFW) program targeting homeless and at risk young people and young families with significant barriers to employment. The aim of the program is to offer vocational and accredited training to 55 young people and to assist approximately half of these into employment within a 12 month timeframe.

The Training and Employment Coordinator works with the BYS Employment Pathways Worker to deliver the SQFW program and also works in conjunction with the BYS Participate in Prosperity Worker and program.

The training provided is delivered through existing strong training provider partnerships and is offered in Industry Clusters. These clusters for 2010 – 2011 will be in the areas of Manual Labour, Hospitality, Community Services and Factory Processing. This position also works to support program participants in their individualised training and employment goals and accordingly has both group and individual support work components.

CONTEXT:

The BYS SQFW Program has successfully operated for 2.5 years providing many young people with increased opportunities for pathways into training and employment. It is now in its third year and is well established in relation to community partners and providers. This position is together with the BYS Employment Pathways Worker funded through SQFW and sit within the BYS Training and Employment Team which also consists of several other programs.

The Training and Employment Team sits within the larger service of BYS which provides a community hub for young people and their children who are homeless or at risk of homelessness. These services range from basic needs such as food, showers and storage of belongs to intensive ongoing therapeutic support. BYS has a specialist youth medical service and programs in the area of housing, parenting, crime prevention, youth development and drug intervention.

BYS is committed to providing high quality support services that are culturally appropriate, accessible, equitable and non-judgmental to facilitate the best quality outcomes for homeless and at-risk young people. The provision of support is based on the principles of honesty, openness, transparency, respect and participation for young people in the support process. These social justice principles underpin our service delivery within the frameworks of strength-based, health promotion and harm reduction practices.

REPORTING & ORGANISATIONAL RELATIONSHIPS:

BYS currently operates across 8 work teams: Administration, Executive Management, Health, Homelessness/Housing, Young Families, Youth Development, Youth Connections and Training and Employment.

The Training and Employment Coordinator will sit within the Training and Employment Team.

The Training and Employment Coordinator will be supervised directly by the BYS Executive Manager – Programs via monthly supervision, with more as needed. Through this process a Work-plan will be developed and reporting parameters established. The Training and Employment Worker will be responsible for project monitoring, including data collection and reporting.

All workers are accountable to the BYS Management Committee.

KEY RESPONSIBILITIES:

The purpose of the position is to run a Skilling Qlders for Work (SQFW) program targeting homeless and at risk young people and young families with significant barriers to employment. The aim of the program is to offer vocational and accredited training to 55 young people and to assist approximately half of these into employment within a 12 month timeframe.

It will achieve this through:

1. Client engagement, intake and assessment
2. Link young people into formal training and provide support
3. Supporting young people to find, access and maintain employment.
4. Team and Organisational Responsibilities

1. Client Engagement, Intake and Assessment

- Promote the program to BYS's partners and encourage referrals for appropriate young people.
- Engage with young people and promote the program – via BYS internal processes eg participating weekly on the BYS Drop In Roster and other Activities as well as in outreach capacities, to other services etc.
- Complete client Needs Assessment and referral for the SQFW Program
- Liaise within internal and external partners to refer young people to address other barriers not met by the SQFW program
- Work within the BYS Care Coordination Framework to ensure well planned and monitored care provided.
- Refer young people on to appropriate services as necessary

2. Accredited and Vocational Training

- Maintain strong relationships with all training providers and develop new relationships as needed.
- Manage the logistics of the training program – including job preparation, accredited training, related vocational program components and the like
- Support young person to enroll and attend appropriate course/program; this may include attending with, initial transport etc.

3. Supporting young people to find, access and maintain employment.

- Work with existing and build upon partnerships that may provide employment opportunities for young people (ie empathetic business owners/corporate partners, Job Placement Agencies etc) to assist young people to access employment.
- Support young people to maintain their employment and link them in with other agencies that can assist them to maintain their employment.

4. Team and Organisational Responsibilities

- Maintain daily statistics
- Monthly program reports for the Dept
- Regular liaison with the Dept
- Facilitate team meetings across the Training and Employment Team – SQFW, PiP and others as needed.
- Staff meetings, training and supervision

SELECTION CRITERIA:

IMPORTANT! Please note: Selection for an interview is based on your response to the selection criteria below. We suggest you write no more than one page in response to each selection criteria, including reference to previous experience, qualifications etc.

Competency in the following areas is required:

- SC1 :** An understanding of contemporary youth homelessness issues including a knowledge of the barriers that prevent young people from accessing mainstream employment and training.
- SC2 :** A demonstrated ability to build effective relationships with a variety of people including, homeless young people, service providers, TAFES, business owners.
- SC3 :** Demonstrated capacity to assess young people and develop a individualised plan, to deliver targeted interventions (especially in relation to job search and living skills) and/or access other sources of intervention.
- SC4 :** Demonstrated experience in Project Management or other autonomous work, including meeting Performance Indicators and reporting requirements.
- SC5 :** Demonstrated ability to work as an effective member of a multi disciplinary team.

Required:

- Relevant experience and/or a degree in Social Work, Psychology, or the Social Sciences.
- Current drivers license
- Current Blue Card (Commission Children, Young People and the Child Guardian)

Referees:

Contact details are required of at least two referees who have supervised you or are knowledgeable about your work. Referees from recent employers are preferred.

Applications Close at 5.00 p.m. Monday 2nd August 2010

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

Executive Manager
Brisbane Youth Service Inc.

Post:
PO Box 1389
Fortitude Valley, QLD 4006

Or deliver to:
78 Berwick St,
Fortitude Valley, QLD 4006

Or email to:
abarnes@brisyouth.org



BYS STANDARD APPLICATION FOR EMPLOYMENT

Position applied:..... Date:.....

Name:.....

Address:.....

..... Post Code:.....

Telephone No.:

After Hours:.....

Work:.....

Mobile:.....

Blue Card:

Do you hold a current Positive Notice blue card for Child Related Employment?

YES NO (circle one)

If yes, please provide Registration No:.....& Expiry Date:.....

Driver's Licence:

Do you hold a current drivers licence? YES NO (circle one)

If yes, please provide Drivers Licence No:.....

If no, please explain situation:.....

Medical Conditions:

Are you currently suffering from any medical condition that may inhibit you from performing the inherent requirements of the job being applied for? YES NO

If yes, please specify details, including special requirements for managing any condition: (e.g. medication or treatment)

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Start Date:

If the position is offered to you, when are you available to start work?

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Authorisation and Understanding:

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. 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.

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.

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.

Name:.....

Signature:.....

Date:.....