



Thank you for your interest in applying for a position with **Youth and Family Service (Logan City) Inc (YFS)**. Your application is your chance to impress the selection panel in order to obtain an interview for the position. It is important that your application is clear, concise and meets the requirements of this document.

Background

YFS is a community based, not-for-profit organisation, providing planned, innovative and people focused services to people in Logan City and surrounding areas.

Position Information

Position Title:	Young Parents Support Worker
Status:	Part-time - 32 hours per week
Classification:	SACS 4-5 (pro-rata) (depending on qualifications and experience) \$48,153 - \$55,083 (pro-rata)
Relevant Award Pay Rate:	'Commissioner Fisher pay equity rates of pay' contained in the Queensland Community Services and Crisis Assistance Award – State 2008 (plus salary sacrifice options & super)
Relevant Award Conditions:	Social, Community, Home Care & Disability Services Industry Award 2010
Probation:	A probation period of 3/5 months - depending on level
IMPORTANT DATES	
Closing Date:	Friday, 6th July 2010
Interview Date:	Monday, 16th August 2010
For Further Information:	Contact Name: Louise Dwyer Position Title: Service Manager Email: louised@yfs.org.au Telephone: 07 3826 1500

Your Application

Some important tips to remember when preparing your application are:

- A separate application to be submitted for each position you are applying for
- Quote the title of the position
- Your contact details

Your application is to include:

- Cover letter
- Resume
- Contact details including **email addresses** of at least **two** line management or supervisory **referees** who can comment on your work performance
- Your interest in the position (**It is not necessary to address the key competencies at this stage**)

Submitting your Application

Applications to be forwarded to:

The CEO
Youth and Family Service (Logan City) Inc
PO Box 727
Woodridge Qld 4114

Or hand delivered to: 376 Kingston Road, Slacks Creek

Or emailed to: yfsjobs@yfs.org.au

Applications must be received by 5.00pm on the **Closing Date**.

Shortlisting

- If you have **not** been shortlisted you will be advised within two weeks from the closing date
- No feedback will be given unless requested
- If you **have** been shortlisted you will be invited to attend an interview

Interview

- The interview will take place on the **Interview Date** and will be held during ordinary working hours and generally will take no longer than one hour
- Interview questions will relate to the key competencies and allow you to elaborate on your written submission
- There will be time during and at the conclusion of the interview to ask questions
- Qualifications are to be sighted at the interview

Selection

- The successful applicant will be contacted as soon as possible
- A formal written offer will follow detailing the Terms and Conditions of employment
- Unsuccessful applicants will be advised of this in writing within one working week on the interview
- Post selection feedback for unsuccessful applicants is available on written request
- An appeals process exists for current, permanent employees of YFS

Positive Notice Blue Card and Disability Services Yellow Card Exemption Notice

- A positive Blue Card and a Disability Services Yellow Card Exemption Notice must be received
- YFS can assist with an application for these notices
- Any **negative notices** requires that the employment contract cannot proceed