



Information for Position Applicants

Thank you for considering applying for a position with Youth and Family Service (Logan City) Inc [YFS]. The following information is provided to assist you in applying for a position at YFS. It is important that your application meets the requirements as outlined in this document.

Background

The organisation is known locally and within the service industry as YFS and has been incorporated as a not-for-profit Association since 1986. YFS has four premises based at Slacks Creek, Woodridge and Waterford West, with services operating throughout Logan City; South/East of and adjoining Brisbane City. Total staff contingent is 130 full-time, part-time and casual staff making YFS the largest organisation of its type in Queensland. A collaborative management model is in place.

Position Information

The position that you are considering, **Accounts Officer** is a full-time permanent position. A three month probationary period applies.

Closing date:

Wednesday, 27th August 2008

Remuneration

The position is covered under the transitional Social and Community Services (Qld) Award 2001. The salary range for this position includes:

\$39,101 - \$42,262

Salary sacrificing is available.

Further Information

For further information about this position, please contact:

<p>Alan Spelta Chief Financial Officer Email: alans@yfs.org.au Telephone: 07 3826 1500</p>
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Decisions to Appoint

A decision to offer an Applicant a position is based on a comparative assessment of both the application and an interview, that is, how well an applicant has demonstrated:

- their level of competency in respect to the specified Selection Criteria; and
- how the special requirements (e.g. specific qualifications/experience) are met.

The Selection Criteria listed in the Position Description state the main competency requirements of the position. Please use examples to illustrate how you meet the criteria, not just that you have knowledge of them. Statements should be brief and to the point.

'Demonstrated' means that you have actually used the particular competency/skill and can give and discuss examples of this use.

How to apply

Separate applications must be submitted for each position you apply for. Applications are to include:

- a. A brief letter stating:
 - the Position Title of the vacancy being applied for;
 - your name address and telephone number;
 - your interest in the position (**NB it is not necessary to address the selection criteria at this stage**)
- b. Your Resume/ Curriculum Vitae;
- c. The names, positions and telephone numbers and/or email addresses of at least two line management or supervisory referees who can comment on your recent work performance in regard to the Selection Criteria;
- d. If the position is regulated, a copy of your current Blue Card, if you have been issued one.

Submitting your Application

Applications must be received by 5.00pm on the Closing Date. Applications must be forwarded to:

<p>The CEO Youth and Family Service (Logan City) Inc PO Box 727, Woodridge, Qld 4114.</p> <p>or hand delivered to: 376 Kingston Road, Woodridge Qld 4114</p> <p>or emailed to: yfsjobs@yfs.org.au</p>

If your application will be late due to unforeseen circumstances, please contact us on **3826 1500** for advice.

Short listing for Positions

If you have not been short-listed for an interview you will be advised within two weeks of the closing date of the status of your application. No feedback will be given unless requested, as unfortunately, we do not have the resources to respond to all requests.

Personal Interview

If you are short-listed you will be requested to attend an interview. This will usually take place within two weeks of the Closing Date and be held during ordinary working hours. Interviews should take no longer than one hour.

Interview questions expand on the Selection Criteria and allow you to elaborate on your written submission. Your responses to questions will be rated by the interview panel and a comparative assessment made. Qualifications are to be sighted at interview.

Requirements for Regulated Positions

When attending an interview for a position that is regulated under the *Commission for Children and Young People Act 2000* Interviewees must be able to provide:

- 2 valid forms of proof of identity (see attached list);and
- consent to an application by YFS for a Suitability Notice from the Commission; or
- a current Positive Suitability Notice where one has been issued.

Position Descriptions identify whether or not a position is considered regulated by the Act.

Selection

If you are selected for the position you will be contacted by telephone. A formal written offer will then follow detailing the Terms and Conditions of employment.

If you are not selected following interview you will be advised of this in writing within one working week of the interview. Post selection feedback for unsuccessful applicants is not a standard procedure. If a written request is received, the provision of brief comments from the panel chairperson will be considered.

An appeals process exists for current, permanent employees of YFS.

Storage of unsuccessful applicants information

Resumes / CVs will be kept for a period of 12 months. This information will not be disclosed to a third party without your consent. After 12 months, this information is shredded. Withdrawn applications will be shredded immediately upon notification of withdrawal or returned upon request.

Withdrawal of Consent to Blue Card Application

If you should choose to withdraw your consent to an Application for a Blue Card, prior to being issued with a Notice, then any employment contract cannot proceed. If you receive a negative Suitability Notice from the Commission for Children and Young People as a result of an Application then the employment contract cannot proceed.

You may appeal the decision through the Commission but YFS is not obliged to continue with an offer of employment where an appeal is lodged.

For further information on Suitability Notices visit the Commission for Children and Young People's website at: <http://www.childcomm.qld.gov.au/employment/index.html> or phone the Commission on its Employment Screening line - 1800 113 611 (Free call).

Application for Criminal History Screening

If you receive a negative Suitability Notice from the Disability Services Queensland as a result of an Application then the employment contract cannot proceed.