



Position Information for Applicants

Ph: 07 3826 1500
Email: yfs@yfs.org.au
Feedback line: 07 3826 1596
PO Box 727 Woodridge Qld 4114
www.yfs.org.au

Thank you for considering applying for a position with YFS Ltd. 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

YFS is a not-for-profit organisation that delivers a range of services to the people of Logan and surrounds. We cater to people who are disadvantaged, vulnerable or want to improve their circumstance. YFS also champions social enterprise, with four of varying size and purpose. Refer to the YFS website for an overview of the service areas: www.yfs.org.au

The YFS offices are located at Kingston Road, Slacks Creek, Logan. YFS staff undertake outreach work across Logan. Logan City has a population of 287,168 and is located between Brisbane and the Gold Coast. YFS has 140 staff (full time, part time and casual).

Position Information

The position that you are considering, **Manager - Connect and Financia Hub** is a full-time permanent position. A five month probationary period applies.

Important dates

Closing date: 12pm Friday, 24 November 2017

Interview date: Thursday 30 November 2017

Remuneration

The position is covered under the Social, Community, Home Care and Disability Services Industry Award 2010. The salary range for this position includes:

\$84,788

Salary sacrificing is available

Further Information

For further information about this position, please contact:

Human Resources

Email: yfsjobs@yfs.org.au

Telephone: 07 3826 1500

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 position description; and
- how the special requirements (e.g. specific qualifications/experience) are met.

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;
 - outline how your experience and skills align with the job competencies and qualifications
- b. Your Resume/ Curriculum Vitae
- c. The names, positions, telephone numbers **and** email addresses of at least two line management or supervisory referees who can comment on your recent work performance in regard to the position description
- 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 *12pm on the closing date*. Applications must be forwarded to:

Human Resources
YFS Ltd
PO Box 727, Woodridge, Qld 4114.
or hand delivered to: **376 Kingston Road, Woodridge Qld 4114**
or emailed to: yfsjobs@yfs.org.au

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 held during ordinary working hours. Interviews should take no longer than one hour.

Interview questions expand on the position description 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 *Working with Children (Risk Management and Screening) Act 2000*, interviewees must be able to provide:

- 2 valid forms of proof of identity; and
- consent to an application by YFS for a blue card; 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 your interview you will be advised of this via telephone 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 electronically 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 deleted. Withdrawn applications will be deleted immediately upon notification of withdrawal.

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 notice from the Queensland Public Safety Business Agency as a result of an application then the employment contract cannot proceed.

You may apply to cancel a negative notice through the Blue Card Services – Public Safety Business Agency but YFS is not obliged to continue with an offer of employment where an appeal is lodged.

For further information on the blue card system, visit Blue Card Services – Public Safety Business Agency www.bluecard.qld.gov.au or contact by phone on **1800 113 611** (freecall within QLD - calls from mobile phones may attract charges) or **07 3211 6999**

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.