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ADVICE FOR JOB APPLICANTS

USEFUL CONTACTS AND LINKS

YFS Human Resources

Tel 07 3826 1500 | Email yfsjobs@yfs.org.au

www.yfs.org.au/workwithus | www.yfs.org.au/about | <https://yfs2020impactreport.yfs.org.au>

AM I ELIGIBLE TO APPLY?

To be eligible for a job at YFS, it is essential that you have:

- a current Queensland C class driver licence (if required for the role)
- a current positive notice Blue Card
- current National Police Check at commencement and every three years of employment. This is required for employees working in Finance, Corporate and Management positions involved in financial transactions, and ParentsNext, Spark, Project HERA and Step by Step.
- right to work in Australia
- been fully vaccinated for COVID-19 or be able to provide a valid medical exemption.

Step 1: Getting started

Preparing your application

Your application is the first step towards a rewarding career with YFS and our first impression of you. Therefore, it is important that you give yourself the strongest opportunity to succeed right from the start.

To improve your chances of selection, we recommended that you:

- thoroughly research YFS, including our mission and values
- carefully read the role description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications
- check whether you are eligible to apply, and that the salary and entitlements match your expectations.

The selection panel will assess your application to determine whether you will be selected for the next stage of the recruitment process. The panel will consider all information gathered throughout the recruitment process to determine the most suitable candidates.

Remember to check the application closing date and time as the onus is on you to ensure it is lodged correctly and on time. The closing dates for all current job vacancies are listed on our Jobs@YFS webpage: www.yfs.org.au/about/jobs-yfs.

Cover letter

Make sure you write a cover letter outlining:

- the title of the job that you're applying for
- your name, address and telephone number
- your experiences and skills, and how they align with the key accountabilities and skills, knowledge and experience of the position you are applying for.

Your resume/curriculum vitae

You will be required to provide a detailed resume/curriculum vitae. Include a description of your relevant work experience preferably starting with the most recent periods (include dates). If possible include a brief description of your duties and responsibilities for each job and outline your key achievements for each role. In addition, include your education and training. You may also outline activities that you have undertaken outside of work which you feel are relevant to the job.

Referees

Please also include the names, positions, telephone numbers and email addresses of at least two line management or supervisory referees. Your referees may be contacted at any stage of the recruitment process and they will need to be prepared to comment on your recent work performance.

Submitting your application

Make sure your application is received by **YFS Human Resources**, by the closing date and time on the advertisement. You need to lodge your application via one of the following methods.

Post: PO Box 727, Woodridge, Qld 4114

Email: yfsjobs@yfs.org.au

Hand delivery: 376 Kingston Road, Slacks Creek 4114

When you are ready to lodge your application, please ensure you have included:

1. your cover letter
2. your resume/curriculum vitae
3. the details of two referees (as outlined above).

Leave plenty of time to submit your application. It is your responsibility to ensure it is received by 5pm on the closing date. Late applications will not be accepted. If you experience difficulties applying, please email yfsjobs@yfs.org.au.

Step 2: The selection and assessment process

Shortlisting

The selection panel will review all applications. A shortlist of candidates will be contacted to attend personal interviews.

To shortlist candidates, the panel may conduct telephone interviews. It depends on the role you are applying for.

If you have not been shortlisted for an interview, you will be advised within two weeks of the closing date. Feedback will not be provided unless requested; unfortunately, we do not have the resources to respond to all requests.

Personal interview

If you are shortlisted, you will be asked to attend a personal interview. This will usually take place within two weeks of the closing date, and held during working hours. Interviews should take no longer than one hour.

Interview questions expand on the role description, giving you the opportunity to elaborate on your written application. Your responses to questions will be rated by the selection panel, who will make a comparative assessment.

Please bring along your qualifications to the interview.

What happens next?

Following the personal interviews, the panel will consider all gathered information to determine which applicant(s) best meets the work-related requirements.

If you are selected for the position, you will be contacted by telephone. A written offer will be issued to you, detailing the terms and conditions of your employment.

If you are not selected for the position and have attended a personal interview, you will be contacted by telephone or email within a week of your interview. Shall you request feedback, the panel chair will consider providing you with brief comments.

Your resume/curriculum vitae will be kept by YFS Human Resources for 12 months. After 12 months, it will be disposed of. Should you withdraw from an application, your resume/curriculum vitae will be disposed of immediately.

Why work with us?

At YFS, you can make a real, long-term difference to the lives of vulnerable people living in the Logan and surrounding area.

We've been here since Logan City's inception

YFS has been backing vulnerable people in Logan since the early 1980s. These days, about 170 staff support thousands of local people each year.

We're known for our commitment to get the best outcomes

We support each other and stand our ground to help our clients thrive, not just survive.

Do you also value excellence, integrity, optimism and steadfastness?

These are the values that drive our work, every day. If they inspire you, we'd like to hear from you.

A great place to make real long-term change

Help us shape a world where vulnerable people can thrive. 95% of our staff say YFS helps them make a difference in their chosen fields. Only 74% of staff working in the health and community sector feel the same way. We are known for finding innovative ways of making a real difference to people's lives.

- We operate community programs tackling big issues like homelessness and violence.
- On average, we back about 16,000 vulnerable people each year.
- Our vision is to build independence and participation. Our purpose is about backing vulnerable people to overcome adversity and to thrive.
- We are the leading community services organisation based in Logan.
- We operate from two campuses: Slacks Creek and Jimboomba.

A great place to grow professionally

Become part of a team where opportunities to extend yourself abound.

- Half of our managers have been employed from within.
 - We empower each other to make decisions and try new ways of working.
 - We support each other to progress rapidly in our careers and are given opportunities to diversify our talents.
 - Internal transfers and promotions are commonplace.
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A great place to belong

We are a vibrant, diverse and inclusive workplace that offers great rewards.

There are 217 cultural groups living in Logan

While we cannot represent each group within our talented staff, we value Logan's ethnic diversity and strive to reflect it in our workplace.

We respect each other's backgrounds, perspectives and life experiences.

Great work arrangements

We recognise that staff have their individual needs, so we support you to bring the entire you to work. Depending on your role, we support a number of flexible work arrangements.

Work-life balance

We offer part-time work and other options to promote work-life balance.

Culturally safe

We accommodate the cultural and religious needs of our diverse staff. For example, we actively bring our Aboriginal and Torres Strait Islander Reconciliation Action Plan to life, offering specific work arrangements for our First Nations staff.

Family friendly

Our work arrangements are family friendly. It's usually no problem if you need the morning off to attend your child's school play, for example.

Employment benefits

We know a happy workplace is a thriving workplace. So we make sure our staff are rewarded.

- Above industry-average pay rates
- Counselling support
- Generous salary packaging (exempt from Fringe Benefits Tax)