

Name: _____

Please address the criteria listed below to outline your experience and suitability for the position you are applying for, and attach this with your application along with your Resume and Cover Letter.

- Demonstrated ability to flexibly manage competing priorities and stressful situations, whilst maintaining a high level administration function.
- Excellent written and oral communication and organisational skills including analytical skills, report writing, computer skills and the capacity for creative problem-solving and conflict resolution.
- Exceptional interpersonal skills.
- High level of computer literacy and the capacity to use a variety of software programs.
- Exceptional skills in working within a team environment, as well as autonomously when required.
- Ability to liaise with DHS, and other relevant government and non-government agencies.
- Demonstratable understanding of confidentiality
- Experience in working with children and young people on Statutory Protective and Youth Justice Orders, and a sound knowledge of patterns of abuse, homelessness, trauma and attachment, disability and the impact of these on emotional and behavioural development would be highly beneficial.
- Personal confidence, energy and enthusiasm and the desire to improve the life chances of children and young people entering and leaving residential care.
- Demonstrated understanding of, and respect for, the needs of children with a disability; Aboriginal culture, including cultural safety and awareness; and cultural and linguistic diversity (CALD), including cultural safety for children from CALD backgrounds
- Demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.
- Ability to utilise self care strategies when appropriate.