*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.*

* Commitment to working with disadvantaged community members, particularly adults who grew up in institutional care in Victoria. Sensitivity to the needs of these people, particularly in terms of the impact of separation from family.
* Experience with facilitating access to records, family search/genealogy and/or records release.
* Capability to develop and maintain program links and work collaboratively with Records Holders including the Department of Health and Human Services and past providers of Out of Home Care.
* Understanding of State and Federal Privacy legislation.
* Demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.
* Demonstrated commitment to working collaboratively as a member of a team and the capacity to negotiate and liaise with a broad range of stakeholders including DHHS, other agencies, professionals and the community.
* Excellent verbal and written communication skills and negotiation skills with the capacity to engage effectively over the telephone for extended periods of time.
* Demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.
* Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies.