*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 experience in undertaking complex case reviews, with experience in interviewing of alleged victims and witnesses (with a particular focus on vulnerable individuals including children and young people of Aboriginal and/or Torres Strait Islander or culturally diverse backgrounds, and children and young people with a disability).
* Demonstrable conceptual, analytical and problem-solving skills, the ability to assess complex information, identify practice and technical issues arising from investigations and case reviews, and work with a range of internal and external stakeholders to develop and implement creative, innovative and flexible solutions.
* Knowledge and practical application of legislation,practices and procedures related to statutory out-of- home-care and Child Safety standards.
* Strong analytical and reporting skills.
* Demonstrated project and task management, sound decision making, organisational skills, including strong attention to detail, the ability to analyse and assess information and the proven capacity to deliver on multiple, competing and varied tasks within mandated timeframes.
* Excellent report writing, documentation, administrative and organisational skills and computer literacy.
* An understanding of the DHHS Client Incident Management Policy and it application to case reviews within the Out -Of-Home Care sector.
* Ability to work collaboratively and respectfully across a wide range of people.
* Excellent time management and the ability to manage a high workload, deadlines and many competing tasks.
* Ability to work well within a team, as well as independently assuming responsibility for nominated tasks, and demonstrate initiative.
* Demonstrated understanding of and commitment to the principles of continious quality improvement and effective risk management.
* Resilience, tenacity and compassion to support children and families living in varied and challenging circumstances.
* Demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and workplace and safety.
* Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies