

Staffing Information for the CYFSP Transition to the New Service Framework

Below is an update about staffing as at 17 January 2012 from the Smith Family and Parentline. Both require staff.

Organisations requiring staff

Name of organization	The Smith Family
Name of service	Learning for Life
Staff required	One - Replacement for vacant position
Brief description of the nature of the service	<ul style="list-style-type: none"> • Maintain scholarship linked relationships and work with students and/or families in the provision of information and referrals • Deliver from the LfL suite within the parameters of the LfL framework, both to scholarship linked students and students accessed through place-centric inclusion • Facilitate opportunities for place-centric participation and engagement • Represent TSF in the community to enhance position and profile • Work under non-local supervision and guided decision making • Perform as a flexible individual team member • Plan and schedule own work independently to achieve agreed outcomes • Undertake administrative requirements of the LfL suite
Skills/experience of workforce	<ul style="list-style-type: none"> • Experience in community development and in facilitating community programs • Knowledge of the community and ability to establish and maintain effective networks • Knowledge of the education services sector and experience in working with young people and their families • Well developed communication, organisational skills and the ability to work independently • Willing and able to complete procedural / administrative tasks accurately and on time • Your own car, drivers licence and motor vehicle insurance (min Third Party Property)
Staff required <u>from</u>	ASAP
If recruiting staff - expected advertisement process (e.g. dates and methods)	<p>ADVERTISEMENT WILL BE IN CANBERRA TIMES FROM 20TH JANUARY. APPLICATION PACK IS AVAILABLE ONLINE FROM 20TH JANUARY:</p> <p>To obtain an application pack, please go to www.thesmithfamily.com.au and click on 'Careers' then 'Current Vacancies'. For further information, please contact Olga Srbovski, Team Leader on 02 6283 7626.</p> <p>Closing date: Friday, 27 January 2012.</p>
Name of organization	Parentline ACT Inc

Name of service	Information, Engagement and Coordination Service
The service is	Growing
Staff required	<ul style="list-style-type: none"> • Relief telephone counsellors • Communications/data/ web officer • Office manager (part time)
Brief description of the nature of the service	Provides telephone counselling, assessment and referrals , along with parenting support and ideas. At times also provides crisis support e.g. suicidal callers. Will be providing similar service in new environment, but to wider client base – children, young people and families, as well as professionals and workers.
Skills/experience of workforce (skills/experience of available staff or required staff)	<p>Relief (casual) Telephone counsellors</p> <ul style="list-style-type: none"> • Client-centred, strength-based counselling skills (including telephone counselling) • Qualifications in social sciences • Experience with children, young people and family support <p>Communications Officer</p> <ul style="list-style-type: none"> • Experience/qualifications in communications • Social media knowledge • Web knowledge <p>Data entry – experience/ willingness to enter data</p>
Staff required <u>from</u>	January, 2012
If recruiting staff - expected advertisement process	Word of mouth; Canberra Times; FACT; CDNet