



**Central Qld Indigenous Development
Aboriginal and Torres Strait Islander Foster and Kinship Care Service**

We are looking for passionate, driven and dedicated individuals to fill the following positions in Rockhampton:

2 x PLACEMENT SUPPORT AND ASSESSMENT OFFICERS

1 x ADMINISTRATION OFFICER

Placement Support and Assessment Officers are responsible for supporting our foster and kinship carers; Recruiting and Assessing potential Carers; Training of carers; Liaising with Govt and Community Agencies. To be considered for the position, it is essential that you have:

- C Class Drivers Licence
- A Diploma or Higher level of education
- Excellent written and interpersonal Skills
- Relevant Experience in Child Protection and Foster Care fields
- Ability to work autonomously and in a team environment
- A strong grasp of issues affecting Aboriginal and Torres Strait Islander people
- Ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander People

Administration Officer supports the Foster and Kinship Care team through efficient and reliable performance of a variety of administration duties. The successful applicant will have:

- High level of knowledge of Microsoft Office, in particular Microsoft Excel spreadsheets
- Strong communication and interpersonal skills
- Ability to work in a team
- Ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander People

Please send your resume along with a covering letter explaining how you meet the above criteria remembering to keep answers to two pages maximum, marked "Private and Confidential" to

Attention: Shea Taylor

Manager – Foster and Kinship Care Service

Central Qld Indigenous Development

PO Box 98

CQ University, 4701

Enquiries can be made to Shea Taylor, Manager – Foster and Kinship Care Service 07 4920 0000. Aboriginal and Torres Strait Islander people are strongly encouraged to apply. Applications Close 5pm Wednesday 9th April 2014