



**Cleveland
Education & Training
Centre**

Community Education Counsellor

Temporary Part-time

21 hours per week

Job Duration: ASAP to 7 December 2018

The successful applicant will be chosen through a merit selection process.

This is a temporary part-time position for 21 hours per week. An Accumulated Days Off (ADO) arrangement applies to this position which requires extra hours to be accumulated during the school term to allow for time off during school vacation times.

The Community Education Counsellor (Generic) role description provides comprehensive information regarding this role. In addition to the standard duties the specific duties for this position will include:

- administration in relation to Post Detention Destination Reports
- Destination confirmation follow up.

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

How you will be assessed:

1. Supports strategic direction

Ability to apply Aboriginal and Torres Strait Islander social and cultural protocols in a variety of individual and group settings to young people and adults.

2. Achieve results

Ability to provide appropriate counselling and other support services to Aboriginal and Torres Strait Islander young people and adults.

3. Supports productive working relationships

Ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander people.

4. Displays personal drive and integrity

Demonstrated ability to develop and present training programs.

5. Communicates with influence

Possession of appropriate interpersonal skills and an ability to apply interpersonal skills in a cross cultural context.

Applicants are required to submit a brief resume; contact details for 2 referees (one of whom should be someone with current knowledge of your skills and abilities); and a maximum 2 page written response outlining your suitability for the role. It is essential you address the 5 key capabilities under "How you will be assessed" in the role description.

The successful applicant will have to obtain a Working with Children Check (Suitability Card – Blue Card) at own expense.

C Class Licence Required.

Please send your applications to:

Business Services Manager
Cleveland Education and Training Centre
Old Common Road
Belgian Gardens Q 4810

Email: admin@clevelandneu.eq.edu.au

Closing date for applications: Friday August 4, 2017