

# Youth Justice Worker

## Application Process



### Stage 1

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#### Online Application

You will need to upload your resume outlining your employment history. You will also be asked to respond to a series of questions (contact details etc) and complete a short questionnaire.

### Stage 2

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#### Phone interview

You will receive an email inviting you to book a phone interview. Be prepared to discuss your motivations for applying, and any relevant skills or experience you can bring to the position.

### Stage 3

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#### Assessment Centre

You will respond to one or more scenarios with a trained actor. The scenarios are designed to reflect situations you may face as a youth justice worker. You will also attend an interview where you will be asked further questions (including your motivations and transferable skills).

### Stage 4

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#### Security and Background Checks

Following the assessment centre, you will complete the following checks:

- Two professional references
- Pre-employment security checks (including an international police check if applicable)
- VicRoads license check (and/or interstate drivers licence check if applicable)

Your honesty and integrity in disclosing any offending history or known associations is crucial. Your disclosures are presented to the Director of Operations and will be assessed on a case-by-case basis.

### Stage 5

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#### Health and Fitness Assessment

To ensure that you can safely perform the role of a youth justice worker, you will be required to perform a physical assessment in addition to declaring any pre-existing medical conditions you may have. Refer to the health assessment fact sheet for more information.

### Stage 6

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#### Candidate review by the Director of Operations

All applications and assessment scores are assessed on a case-by-case basis by the Director, who will determine the outcome of your application.

### Stage 7

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#### Verbal Offer and Additional Security Checks

Congratulations! You're a suitable candidate. This is the final stage of the recruitment process. You will be contacted via phone for a verbal offer. If accepted, you will be invited to complete a national police check/fingerprinting. Next, you will be sent your formal letter of offer.

# Youth Justice Worker Application Process



**Online Application**  
Allow 15 to 30 minutes



**Phone Interview**  
Allow 15 minutes



**Assessment Centre**



**Security and  
Background Checks**



**Start your new career  
in youth justice!**



**Verbal Offer and  
Additional Security Checks**



**Candidate review by the  
Director of Operations**



**Health and Fitness  
Assessment**  
Refer to fact sheet