



## All Abilities – Digital Stories Tutor

Park Orchards Community House & Learning Centre Inc.	
<b>POSITION:</b>	Trainer
<b>QUALIFICATIONS:</b>	Minimum 2 years' experience in the disability and carers sector Preferred Certificate IV TAE and/or Qualification in relevant industry Acceptance from Working with Children Check Valid Police Check
<b>APPOINTMENT:</b>	To ensure the successful delivery of a training program for adults primarily with an acquired brain injury. This position is responsible for facilitating and teaching a Digital Literacy program that caters to the needs of all participants in a safe and friendly environment. The role requires excellent communication and interpersonal skills and the ability to deal with students who present challenging behaviours and/or conflict situations that arise.  The students have a range of abilities and, in addition to the trainer; a volunteer assists the group. Some students are also have their own support workers. The group has between 5-8 students.
<b>OUTCOMES:</b>	This course is designed to challenge, guide and help students improve their creative writing and literacy skills. Work may be hand written or typed using class a laptop and is uploaded onto a website so it can be shared and viewed.

### DUTIES

#### IN RELATION TO THE STUDENTS

- Act as a positive role model, demonstrating appropriate respectful behaviour and language.
- Communicate with the students in an open, honest manner.
- Record attendance for each session and notify the Coordinator if a student hasn't attended class for more than 2 consecutive sessions.
- Observe and address the varied needs of each student, including the provision of training which caters for individual differences
- Work with students and their carers to ensure students' needs are being met

### IN RELATION TO THE PROGRAM

- Follow the course plan and create session plans to deliver the program
- Assist with the planning, implementation and evaluation of the program.
- Use creative ways to deliver and interact with the students
- Assist in the set up and maintenance of the classroom environment (organising any project material and general preparation for the room).

### IN RELATION TO THE SERVICE

- Communicate with the ACFE Program Coordinator and ensure relevant ACFE documentation for the course and individual students is completed.
- Assist in the completion of cleaning, duties to ensure a safe, clean and hygienic environment
- Immediately report all maintenance and WHS concerns to the Program Coordinator.
- Assist in providing an environment that is safe and appealing.
- Ensure that you are on time for your shifts, that breaks are taken at the correct time for the correct length to aid in consistency throughout the day.
- Encourage and maintain effective communication between yourself, students, colleagues and management
- Always maintain confidentiality and adhere to POCH& LC Inc privacy policies

I have received, reviewed and understand the responsibilities as the EDUCATOR. I also acknowledge that I am responsible for the satisfactory execution of these responsibilities and will adhere to all requirements as set out in the Job Description.			
EMPLOYEE NAME		DATE	
EMPLOYEE SIGNATURE			

SUPERVISOR NAME		DATE	
SUPERVISOR SIGNATURE			