

Position description

Position Title: Trainer for adults with Acquired Brain Injury

Award Classification: Contract Position

Hours: 6 hours per week.

Date Approved: October 2022

Position: To ensure the successful delivery of a training program for adults with acquired brain injury. This position is responsible for facilitating and teaching a visual arts program and a digital literacy program that caters to the needs of all participants in a safe and friendly environment. The ideal person will have excellent communication and interpersonal skills and be able 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; many students are supported by their own support worker. The groups have 5-8 students.

Key Behavioural Requirements

The employee will undertake the role in a manner that demonstrates commitment to

- The positive teamwork of POCH&LCI
- The principles of working together
- POCH&LCI's Vision, Mission and Core Values

Our Mission

To provide opportunities for equitable community engagement through social, recreational, and learning activities

Our Vision

Strengthened Community Participation, Capability Enhancement and Wellbeing

POCH&LCI Values:

Integrity	Honest, ethical and committed
Diversity	Recognise the value of the unique contribution of each and every individual
Belonging	Promoting a sense of community spirit and acceptance
Sustainability	Striving for excellence, environmental Awareness and Resilience
Respect	Transparency, Openness and Good Governance

POCH&LCI is a child safe environment. Our Centre actively promotes the safety and wellbeing of all children, and all staff members are committed to protecting children from abuse or harm in the environment, in accordance with their legal obligations including child safe standards.

Key Result Area	Outputs
Training and Assessment	<ul style="list-style-type: none"> • Participate in and contribute to validation and moderation. • Support students to complete their work • Develop, deliver, and assess courses in accordance with individual requirements. • Provide detailed unit outlines, assessment guidelines and tools.
Administration	<ul style="list-style-type: none"> • Maintain accurate student and course records, to maintain compliance in a timely manner. • Contribute to the continuous improvement of POCH&LCI • Provide Training Coordinator with course outline, timetable, and sample lesson plan prior to commencement of courses. • Monitor and review program activity and standards to ensure guidelines are met and comprehensive records of participation and outcomes are kept. • Ensure all equipment/resources required for delivery is available before the course commences
Student Support	<ul style="list-style-type: none"> • Notify the Training Coordinator if a student hasn't attended class for more than 2 consecutive sessions. • Assess and address the varied needs of each student, including the provision of training which caters for individual differences in record reasonable adjustments made for individuals on their training plan.
Professional Development	<ul style="list-style-type: none"> • Foster a team approach to the delivery of courses by attending regular staff/trainer meetings, moderation/validation workshops, participating in collaborative problem solving and undertaking relevant professional development.
Compliance	<ul style="list-style-type: none"> • Ensure compliance with any regulatory and legislative bodies. • Participate in internal and external audits.

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| | <ul style="list-style-type: none">• Understand and abide by all relevant Policies and Procedures as listed in the Trainers Handbook. |
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Workplace Health and Safety (WHS) Requirements

The major responsibility for implementing an effective health and safety management system and maintaining the health and safety of the work environment lies with management and supervisory positions.

Nevertheless, trainers have WH&S responsibilities and their involvement in the management of health and safety is vital. All trainers are responsible for the following safe work procedures and instructions:

- Cooperate with POCH&LCI in relation to activities taken by the POCH&LCI to comply with WHS standards.
- Comply with the WHS guidelines.
- Adopt work practices that support WHS initiatives.
- Take reasonable care for their health and safety and the health and safety of other people who may be affected by their conduct in the workplace.
- Seek guidance for all new or modified work procedures
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the WHS Officer.
- Participate in meetings, training and other occupational health and safety activities.
- Not wilfully place at risk the health or safety of any person in the work place.
- Assist identification of WHS issues in the workplace and ensure reported to WHS officer or management.

Organisational Relationships:

Reports To: Training Coordinator

Supervises: Students, volunteers

Internal Liaisons:

- All staff
- Students
- Volunteers

External Liaisons:

- EACH

Selection Criteria:

Skills and attributes

- Demonstrated capacity to effectively plan, implement, and review training programs
- High level verbal, written communication and organisational skills and the ability to work with individuals with complex needs

Knowledge and experience

- Minimum 2 years' experience in relevant vocational industry
- Demonstrated awareness of understanding the issues encountered by disadvantaged learners

Qualifications

- Prefer Certificate IV in Training & Assessment (TAE40110).
- Or relevant Industry qualifications

Trainer/Assessor Name:

Signature: _____

Course:

Date: _____

Staff Name: _____

Signature: _____

Position: _____

Date: _____