
Day Services Casual Instructor Band 2.

“Woorinyan creating opportunities”

Woorinyan Inc. facilitates individualised high quality, innovative and effective service to meet the employment, development, training and support needs of people with a disAbility

POSITION TITLE: Casual Instructor Band 2	CLASSIFICATION: Level 4
LOCATION: 13 Joy St, Frankston	REPORTS TO: Day Service Team Leader

CONDITIONS OF EMPLOYMENT:

Woorinyan Inc. Disability Services Certified Agreement 2005

KEY SELECTION CRITERIA:

QUALIFICATION:

Possess relevant educational qualifications in the field of disability support. (Minimum of Cert IV in disabilities studies/Civics)
Possess a Workplace First Aid Certificate (minimum Level 2).
Has a current police check.
Must have a current Victorian Drivers Licence and be competent to drive, park and reverse ability to transport clients in a minibus.

EXPERIENCE:

Demonstrate experience in supporting people with disability (preferably in Day Service environment) including an ability to articulate an understanding of the issues facing persons with a disability.
Demonstrated ability in facilitating integrated community activities for people with disability.
Demonstrated ability to implement Person Centred Plans (PCP) with service users (Community inclusion focus).

OTHER REQUIREMENTS:

To be conversant with the Victorian Disability Act 2006 and it's implications on service delivery.
Demonstrate excellent planning, communication and report writing skills.
Demonstrated computer literacy.
Demonstrated knowledge of workplace OH&S.
Commitment to working with and for people with disability.
Commitment to the principles of consumer focused service delivery.
Ability to motivate others and maintain enthusiasm.
Commitment to work as part of a team.
Present information clearly and accurately to all stakeholders.
Must be physically fit and able to perform manual labour as position demands.
Must successfully pass the police clearance check.

SUMMARY STATEMENTS:

To assist persons with a disability to increase and maintain participation in community activities and to develop their skills in a supported environment.

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DUTIES AND RESPONSIBILITIES:

PRIMARY OBJECTIVES OF THE POSITION:

- To provide support to persons with a disability and assist development for inclusion in their community life.
- To facilitate community based goal setting and provided support to achieve outcomes.
- Implement individual communication strategies, and assist in development and evaluation.
- To assist in the development of Person Centre Plans for service users as required.
- To motivate services users, provide energetic leadership and maintain service users' enthusiasm.
- To assist persons with a disability to achieve their goals.
- To assist in core group meetings (to discuss and increase service users knowledge of the 'Disability Act 2006' and Woorinyan Inc.'s policies).
- To provide regular support to individuals as required.
- To provide short term intensive support to service users as required.

ORGANISING & OPERATING:

- To be responsible for the implementation of the 'Disability Service Act 2006' and their objectives within each activities.
- To know, understand and work within the policies and procedures of Woorinyan Inc.
- To follow program 'Service Procedures'. (S P.)
- Provide support to individuals to facilitate community inclusion and set goals.
- Provide support in maintaining and adjusting equipment.
- Attend all work meetings as required by Woorinyan (e.g. staff, stand-up, training etc)
- Perform other duties as directed within the scope of the position.

INTERACTION & LIAISON:

- To inform Team Leader or Day Services Manager when unable to fulfil designated program requirements.
- To provide individual support to service users as required.
- To provide supervision and support to students on placement as required.
- To Liaise with various community organisations to maximise opportunities for service users.

REGULATING & REPORTING

- Document and report any accident or significant incident, seizure etc., that may affect the well being of an individual, property or programs A.S.A.P.
- Complete daily diary entries, reporting documentation and programme profiles as required.
- Complete and document service users' observations that may affect programme outcomes.
- To maintain assessments and document of service users' progress.
- To follow and support others to follow 'Service Procedures' (SP) and 'Occupational Health & Safety' standards for all tasks undertaken.
- To relay any relevant information to line manager or Day Services Manager.
- To be responsible and aware of the organisations equipment, stock and materials used. Any damage or loss to equipment or stock is to be reported to the Day Service Manager.

Note: Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.

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ETHICAL:

To sign, date and follow staff Code of Conduct.

To work towards providing a learning and enjoyable environment for supported clients.

Maintain harmonious relationships with all members of staff.

Treat all supported information as strictly confidential.

Treat all Woorinyan Inc. information as strictly confidential.

Signing of this Position Description will be considered a binding confidentiality agreement

PAY RATE: As per Woorinyan Inc. Disability Services Enterprise Agreement 2005

DAYS / HOURS: DAYS / HOURS:

As required. Hours included a paid lunch and morning break as supervision or other work role is expected. Staff are expected to be in the work area and ready to start work at starting times.

POSITION OFFERED BY:

Name: Cassandra Gerrard

Signed:

Date:

Position: Day Services Manager

for Woorinyan Inc.

INCUMBENT STATEMENT

I have read, understand and accept all 3 pages of the above Contract Position Description.

Name:

Signed:

Date:

Copy has been given to incumbent, and original placed in staff file

Signed Office Manager:

Date: