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Training and Support Officer

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*“Woorinyan creating opportunities”*

*Vision ‘To be recognised as a service of choice’*

*Mission ‘To create inclusive community opportunities for service users’*

<b>POSITION TITLE:</b> Training and Support Officer	<b>CLASSIFICATION:</b> Grade 2 Level A
<b>LOCATION:</b> Aylward Ave Thomastown, Offsite Work Crews	<b>REPORTS TO:</b> Employment Team Leader

**CONDITIONS OF EMPLOYMENT:**

38 hours per week Full -Time position.

Community Employment, Training and Support Services Award (Victoria) 1999

**KEY SELECTION CRITERIA:**

**QUALIFICATION:**

Possesses relevant qualifications in the field of disAbility support minimum Certificate IV.  
Has a current (**Manual**) Victorian Drivers Licence and ability to transport workers in a minibus or large vehicle with trailer.

Possesses or be studying a Workplace First Aid Certificate (minimum Level 2).

**EXPERIENCE:**

Demonstrate an understanding of the support needs of workers with an intellectual or learning disAbility.

Demonstrated understanding of issues around the employment for people with disAbility.

Demonstrated ability to create and implement individual employment, training and support programmes.

Experience with Gardening, Landscaping or Car Detailing may be an advantage.

**OTHER REQUIREMENTS:**

To be conversant with the Federal Disability Services Standards and their implications on service delivery.

A commitment to working with people with disAbility.

Demonstrate excellent planning, communication and report writing skills.

Demonstrate ability to use all Microsoft Office programs to develop and complete paper work presenting information clearly.

Able to motivate others and maintain enthusiasm.

Ability to work cooperatively with other as part of a team.

Demonstrate abilities necessary to support workers to develop Individual Employment Plans.

Demonstrated knowledge of Workplace Occupational Health and Safety.

Must be able to proficiently reverse and reposition vehicle and trailer.

Must be physically fit and able to perform manual labour.

Must successfully pass the police clearance check.

**SUMMARY STATEMENTS:**

To assist workers with disAbility to maintain employment and develop their work skills in a supported environment.

The term workers refers to all employees with a disability supported by Woorinyan Employment Services.

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**DUTIES AND RESPONSIBILITIES:**

**PRIMARY OBJECTIVES OF THE POSITION:**

- To provide a safe and supportive work environment for workers with a disability.
- Identify workplace hazards, assess related risk and follow risk minimisation procedures.
- To support a Grounds Maintenance and other work crews as directed.
- To document workers progress, productivity and competency.
- To motivate workers, provide energetic leadership and maintain workers enthusiasm.
- To assist in the development and documentation of an Individual Employment Plan for each worker.
- To assist workers to achieve their individual employment goals.
- To provide efficient running of the work crew in order to ensure continuity of work and customer satisfaction.
- To assist with the development and updating standard operating procedures.
- To provide regular support to individual workers as required to complete tasks.
- To provide short-term intensive support to workers as required to complete tasks.
- To act as relief support staff for other Work Crews as required.

**ORGANISING & OPERATING:**

- To be responsible for the implementation of the 'Disability Service Standards' and their objectives within your work crew and work environment.
- To know, understand and work within the policies and procedures of Woorinyan Inc.
- To follow existing program 'Standard Operation Procedures'. (S.O.P.)
- Evaluate SOPs, make recommendations for improvements to SOPs.
- Provide support to workers as they complete work tasks.
- Provide support to worker in maintaining and adjusting equipment.
- Provide information on all of the above, to Team Leader and report at staff meetings.
- Ensure that all equipment is maintained to a high standard.
- Keep proper records of equipment use for servicing purposes.

**REGULATING & REPORTING:**

- Document and report any accident or significant incident, seizure etc., that may affect the well being of an individual, property, equipment, business or Woorinyan staff.
- Provide details for invoicing all work completed, complete invoicing sheets weekly.
- Complete workers support level sheets and competency sheets as required.
- To maintain workers assessments and document their progress.
- Complete documentation and assessments required for wage assessment.
- To follow and support workers to follow 'Standard Operating Procedures' (SOP) and 'Occupational Health & Safety' standards for all tasks undertaken.
- To represent your work crews at weekly staff meetings and relay any relevant information to Employment Team Leader at the first opportunity.
- To be responsible and aware of the areas equipment, stock and materials used in the program. Any damage or loss to equipment or stock is to be reported to the Employment Team Leader or the Operations Manager without delay.
- To attend Occupational Health & Safety training or take part in Safety Committees as required by Woorinyan management, customers or funding bodies.
- To report all Occupational Health & Safety concerns to the Team Leader at the first opportunity.

**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:**

Treat supported workers and potential workers with respect and dignity.  
To work towards providing a happy and enjoyable work environment for supported workers.  
Maintain harmonious relationships with all members of staff.  
Become familiar with all service procedures.  
Treat all supported worker's information as strictly confidential.  
Sign and follow the Woorinyan Incorporated staff Code of Conduct.  
Signing of this Position Description will be considered a binding confidentiality agreement.

**PROBATION PERIOD:**

The Employment Team Leader shall evaluate the incumbent's performance during the 3 months probation period.  
During the probation period applicant must demonstrate skills and knowledge to complete the duties and responsibilities of the position.  
On completion of the probation period the Operations Manager in consultation with appropriate staff, supported workers and customers shall review performance and determine if the applicant is to be offered permanent employment.

**NOTICE PERIOD:**

A period of four weeks notice is required of employees of their intention to terminate their services. With the exception of the Probation Period (for which no notice of termination is required by the employee or employer).

**PAYRATE:** Grade 2 Level A is \$19.17 per hour

**DAYS / HOURS:**

Hours included paid lunch and morning break times as supervision or other work role is expected. All staff are expected to be in their work area and ready to start work at starting times shown below. These hours are considered flexible and may be changed to best fit the services needs.

Monday	Tuesday	Wednesday	Thursday	Friday
8.30am -4.00pm	8.30am -4.00pm	8.30am-5.00pm	8.30am- 4.00pm	8.30am- 3.30pm
7.5	7.5	8.5	7.5	7

Total 38 hours per week.

There is no paid overtime any additional hours must be pre-approved by line manager.  
(Additional hours will be recorded as Time off in Lieu T.O.I.L.)

**INCUMBENT STATEMENT:**

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

Name:

Signed:

Date:

Copy has been given to incumbent, line manager and original placed in staff file by Admin Staff.

Signed:

Date: