

Position Description

Reviewed: May 2019

Position Title:	Facilitator
EFT:	0.8
Department:	Centre for Dementia Learning, Business Development
Location:	Parkville, VIC
Position reports to:	Manager, Centre for Dementia Learning
Position supervises:	N/A

Purpose of Position:

The purpose of this position is to contribute to Dementia Australia’s mission through the delivery of high quality education programs to a wide range of audiences including: aged care workers, health professionals, allied health professionals, disability workers and other organisations.

Position Objectives and Responsibilities	
Development	<p>Work co-operatively and collaboratively with your manager and others in the team to develop education programs and materials that:</p> <ul style="list-style-type: none"> • Have maximum effect on translation into practice for all target groups • Are considerate of all language and literacy needs • Demonstrate inclusiveness of culture, disability and all communities
Delivery	<ul style="list-style-type: none"> • Deliver, assess and evaluate structured professional education sessions both accredited and non-accredited. Assist in strengthening relationships with organisations as part of the delivery process by promoting Dementia Australia programs and services • Participate in the development and delivery of consultancy services as required • Deliver a range of assigned formal and informal presentations and guest lecture appointments across the sector • Work with interpreters when delivering education to culturally and linguistically diverse groups • Ensure business protocols are adhered to in relation to participant evaluations, attendance lists, and course materials and resources • Assist with the Management of courses in relation to participants, venue and resources, with the support of administrative staff • Attend and promote programs and services as appropriate at a range of events

<p>Continuous Improvement</p>	<ul style="list-style-type: none"> • Participate in ongoing continuous improvement and professional development initiatives, benchmarking content against evidence based practice and the current body of knowledge • Participate in the review of existing and the development of new courses as required • Facilitate the effective delivery of education programs to maximise accessibility to a wide variety of groups who are involved in providing services and supports to people living with dementia • As part of the team, ensure programs comply with an array of Organisational and Industry Standards such as: Centre for Dementia Learning National Course Standards, Dementia Australia Quality Standards; RTO (ASQA) standards and requirements; Aged Care Quality standards and; other funding body contractual obligations • Ensure education is delivered to the highest standard through appropriate preparation and support participants to achieve optimal outcomes
<p>Team Work and Communication</p>	<ul style="list-style-type: none"> • Develop strong team relationships, fostering positive relationships within Dementia Australia, colleagues and across departments • Collaborate with other team members to ensure integrated and coordinated approaches to addressing client needs • Promote dementia education and training opportunities to build capacity of the service sector and achieve KPI's including funding targets and income levels • Promote an awareness of the needs of people living with dementia, and their carers from all sectors of the community including special needs groups and develop culturally appropriate service strategies to meet individual needs and improve service access.
<p>Organisational Responsibilities</p>	<ul style="list-style-type: none"> • Communicate and act in ways that are consistent with the organisation's values • Support and promote the work of the organisation, maintaining a positive image of the organisation • Apply and uphold the principles of a respectful, inclusive and diverse workplace, free from discrimination, harassment or bullying
<p>Policies and Procedures</p>	<ul style="list-style-type: none"> • Adhere to, and comply with organisational policies, processes and procedures, using appropriate systems where required. This includes data collection and record keeping consistent with the Australian Skills Quality Authority and other requirements

- Model the organisation's values, play a role in raising the profile of these values and associated behaviours across the organisation
- Demonstrate a strong commitment to a quality culture, implementing standards of excellence and a continuous improvement business focus
- Support and promote a strong safety culture by ensuring all work activities are performed in compliance with the organisation's Work Health and Safety Policy

Qualifications*:

Tertiary qualifications in an appropriate field including but not limited to: allied health, nursing, education, leisure and lifestyle or educational qualifications to a diploma level or higher in adult education for accredited programs.

TAE40116 Certificate IV in Training & Assessment **OR**

TAE40110 Certificate IV in Training and Assessment **AND** one of the following:

1. TAELLN411 Address adult language, literacy and numeracy skills **or** its successor **or**
2. TAELLN401A Address adult language, literacy and numeracy skills
and one of the following:
3. TAEASS502 Design and develop assessment tools **or** its successor **or**
4. TAEASS502A Design and develop assessment tools **or**
5. TAEASS502B Design and develop assessment tools.

A formal qualification in dementia is highly desirable for this position.

Experience, Skills and Knowledge:

1. Demonstrated experience in the design, delivery and assessment of adult education*
2. Engaging and professional presentation skills*
3. Experience working in health, welfare or community sector*
4. Sound experience with taking a continuous improvement approach*
5. Experience in the development of inclusive interactive learning considerate to special needs participants*
6. Solid knowledge of MS Office product suite, on-line learning models, video conferencing and social media platforms
7. Excellent interpersonal communication – telephone and face-to-face
8. Able to develop effective networks and partnerships with relevant service providers and community groups
9. Knowledge of dementia and its impact upon the person living with dementia and their families and friends

* Key selection criteria

Conditions of Employment:

- A six month qualifying period applies to all new incumbents
- Salary packaging is available

Additional Requirements:

The (prospective) employee will be required to:

1. Maintain a current driver's licence in the relevant state
2. Provide evidence of entitlement to work in Australia, the maintenance of such entitlement being critical to continuance in the role
3. Undertake a Police Check or WWVP prior to being offered the position
4. Be flexible in work hours at times to meet the reasonable demands of this position
5. Be able to travel and also stay overnight as may be required from time to time in line with program delivery schedules

Signatures:

The employee's signature indicates:

- that the employee has read, understood and accepted this Position Description.
- that the employee is not aware of any condition (physical or psychological) which may negatively impact on his/her ability to carry out the duties as described.

Employee:

Name: _____

Sign: _____

Date: _____

Manager:

Name: _____

Sign: _____

Date: _____