

## Position Description

The Position Description outlines the purpose, key responsibilities, measures of success, values and professional skills required for success in the role. It defines what “great” looks like and provides focus for recruitment, development, career planning and performance management.

|                        |                              |   |                  |
|------------------------|------------------------------|---|------------------|
| <b>Position Title:</b> | Work Connections Facilitator | <b>Current as of:</b>                     | 18/11/2020       |
| <b>Reports To:</b>     | Business Manager             | <b>Location &amp; Other Requirements:</b> | Across all sites |

## 2020 Strategic Blueprint

|                     |   |
|---------------------|---|
| <b>Our Vision:</b>  | A society where people of all abilities are equal.  |
| <b>Our Mission:</b> | We create opportunities for people living with disability to support them live their best life.   |
| <b>Our Values:</b>  | Integrity – act ethically, honestly and with transparency<br>Empowerment – enable and inspire<br>Compassion – show kindness, empathy and care<br>Respect – listen, value and acknowledge<br>Collaboration – work together, succeed together |

## Role Purpose

As Facilitator you will provide support and skills training to supported employee whilst facilitating contracts. You will ensure work is to a high standard to ensure C2A maintains its reputation as a provider of quality services.

You have the following key areas of responsibility:

- Complete contract work as required
- Facilitate and train supported employees
- OH&S

## Key Responsibilities

| Key Area  | Responsibilities and Duties   | Measures of Success (KPIs)   |
|---|---|--|
| <b>Complete Contract Work</b>                   | <ul style="list-style-type: none"> <li>Complete contract work as required to a high standard.</li> </ul>  | <ul style="list-style-type: none"> <li>Contract partners satisfaction.</li> </ul>  |
| <b>Facilitate and train supported employees</b> | <ul style="list-style-type: none"> <li>Support supported employees in various work environments including garden maintenance, industrial recycling, car washing and manufacturing</li> <li>Enforcing operating procedures and work standards that will ensure adequate performance and personnel safety</li> <li>Competently use and train others on the use of various machinery including ride on mowers, hand mowers, brush cutters, pallet jacks, etc.</li> <li>Motivating and maintaining enthusiasm within teams</li> <li>Training supported employees on how to work safely to minimise any risk of injury</li> <li>Assist with wages assessments for supported employees</li> <li>Document supported employees progress, productivity and competency as required</li> </ul> | <ul style="list-style-type: none"> <li>100% compliance with all legal, safeguarding framework and regulatory obligations and all other organisational documentation.</li> <li>Monitor work activities to ensure instructions are followed, deadlines are met, and schedules are maintained daily</li> <li>Inspect completed work to ensure conformance to specifications, standard and contract requirements daily</li> <li>Work alongside supported employees (providing motivation, development and training) to ensure improvement in work skills and competencies</li> <li>Implement EAPs and assist supported employees to achieve their goals as documented</li> <li>All supported employee information including plans, goals, risk assessments, progress notes are completed for every supported employee on a daily basis</li> <li>Ensure truck is cleaned, restocked and ready for next day before the end of the shift</li> </ul> |
| <b>OH&amp;S</b>                                 | <ul style="list-style-type: none"> <li>Conduct risk assessments</li> <li>Carry out prestart check lists before using equipment</li> <li>Ensure compliance with C2A's OHS/EHS instructions, policies and procedures.</li> </ul>  | <ul style="list-style-type: none"> <li>Documented evidence that worksite inspections and risk assessments are completed as required</li> <li>Ensure all incidents are documented and reported to the appropriate staff and actioned within timelines</li> </ul>  |

## Connecting2Australia Values

| C2A Values           | What this means for the role   |
|----------------------|--|
| <b>Integrity</b>     | <ul style="list-style-type: none"> <li>• Adheres to a strict moral or ethical code</li> <li>• Shows character, honesty and leadership values</li> <li>• Knows right from wrong and demonstrates that in all they do</li> <li>• Communicates openly and honestly with others</li> <li>• Lives his or her values in relationships with all stakeholders</li> <li>• Acts with honour and truthfulness</li> </ul>                          |
| <b>Empowerment</b>   | <ul style="list-style-type: none"> <li>• Enables people to think, behave, take action, and control work and decision-making about their job in autonomous, independent, self-directed ways</li> <li>• Feels in control of their work environment</li> <li>• Has permission to make decisions in the areas they control and are responsible for in their job</li> <li>• Builds the power one needs to accomplish their goals</li> </ul> |
| <b>Compassion</b>    | <ul style="list-style-type: none"> <li>• Shows kindness and empathy to others</li> <li>• Demonstrates a sympathetic consciousness of the distress of others together with a desire to alleviate it</li> <li>• Listens actively to others</li> <li>• Communicates compassionately</li> <li>• Gives of themselves in such an honest and invaluable manner that it lifts others</li> </ul>  |
| <b>Respect</b>       | <ul style="list-style-type: none"> <li>• Demonstrates courtesy, politeness and kindness in all their dealings</li> <li>• Treats people the same no matter their race, religion, gender, size, age or country of origin</li> <li>• Shows curiosity for the views of others</li> <li>• Engages others in ways that build their self-esteem</li> <li>• Looks for opportunities to connect with and support others</li> </ul>              |
| <b>Collaboration</b> | <ul style="list-style-type: none"> <li>• Works together with others on a common task</li> <li>• Shares work as well as ideas and insights to achieve a shared objective</li> <li>• Keeps the conversation open ended</li> <li>• Harnesses the best out of two or more individuals together</li> </ul>  |

## Key Selection Criteria

| Compulsory |   |
|------------|---|
|            | <ul style="list-style-type: none"><li>• Certificate IV Disability/Community Services or related field</li><li>• Strong computer and time management skills</li><li>• Ability to drive a transit truck with a trailer and reverse</li><li>• Effective verbal and written communication</li><li>• Sound judgement and decision making</li><li>• Current Australian Driver's licence</li><li>• Current Working with Children Check</li></ul> |
| Desirable  |   |
|            | <ul style="list-style-type: none"><li>• Commercial contract gardening maintenance and landscaping</li><li>• Trade experience</li><li>• Active member of a local community</li></ul>   |

### Incumbent statement:

I have read, understand and accept all pages of the above position description, initial previous pages.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_