

# **MY PLACE WA Ltd**

## **JOB DESCRIPTION**

**Position:** Co-ordinator, Training and Development

**Supervisor:** Assistant Manager, Consumer Services

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**Overall Responsibility:** Co-ordinates and delivers training and development activities for My Place Employees, Homesharers and Shared Management Consumers.

### **1. Induction and Orientation**

- 1.1 Develops and co-ordinates an induction and orientation program for all new employees and Homesharers.
- 1.2 Arranges and delivers induction and orientation training for new employees and Homesharers.
- 1.3 Assists in the development, co-ordination and maintenance, of online and face to face orientation information, for new and existing Shared Management Consumer employers.
- 1.4 In conjunction with the Shared Management Manager arranges and delivers information sessions for shared management Consumer employers.

### **2. Training and Development**

- 2.1 In conjunction with Managers, identifies organisation-wide training needs and development and prepares an annual training budget for approval.
- 2.2 Develops, promotes and co-ordinates training and development activities for existing employees.
- 2.3 Develops and maintains online and face to face training modules for My Place

### **3. Training Resources**

- 3.1 Maintains a manual and/or electronic resource library of training resources
- 3.2 Develop and maintain a yearly training calendar that is accessible by managers, co-ordinators and direct care staff.
- 3.3 Maintains links with relevant training providers.
- 3.4 Disseminates training information in a relevant and timely manner to managers, co-ordinators and direct care staff.
- 3.5 Maintains the accuracy, relevance and integrity of all training materials used by My Place

### **4. Administration**

- 4.1 Organises the booking and recording of internal training attendance/completion
- 4.2 Maintains a register of certification for My Place employees
- 4.3 Evaluates and reports on outcomes of training delivery.

## **5. Workplace Health and Safety (WH&S)**

- 5.1 Demonstrate personal adherence to WH&S policies and procedures and follow documented safe work practices.
- 5.2 Develop safe work procedures as required and ensure compliance to procedures.
- 5.3 Identify and facilitate induction and training of all support staff particularly those relating to the operation of equipment.
- 5.4 Respond to risks and incidents and work collaboratively to remedy and find solutions.
- 5.5 Ensure that support staff are equipped with the information, instruction, induction, training and supervision that they need to work safely.

## **6. General**

- 6.1 Participates in staff training and staff events as required.
- 6.2 Promotes My Place and advocates for people with disabilities.
- 6.3 Performs any other job-related to duties as directed.

  
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**Managing Director**

**Date**

6/1/2021