

Position title:	Manufacturing Assistant (Able)
Location:	Ozanam Enterprises, Carrum Downs
Reporting to:	Supervisors (Production and Packaging)

VincentCare was established to provide a range of professional accommodation and support services to people that are facing disadvantage and those that are ageing throughout metropolitan and regional Victoria.

VincentCare's primary focus is to:

- provide quality services for people at risk or experiencing homelessness, people with a disability, and men and women struggling with complex needs including substance abuse and mental health issues
- advocate for vulnerable and disadvantaged people, respect their dignity and rights and understand their needs so as to provide them with support and encouragement and enable greater independence.

Our Mandate

VincentCare was established to extend the Christian Mission of the St Vincent de Paul Society to support and advocate on behalf of the most disadvantaged Victorians

Our Aspiration

To be the leader in providing care, hope and advocacy for those facing disadvantage

Our Purpose

To create opportunities and lasting change for the most marginalised

Our Values

VincentCare is committed to expressing Christian love by embedding the following values in its culture:
Courage, Leadership, Accountability, Compassion, Excellence, Dignity

Diversity and Inclusion

We are committed to the principles of social justice and aim to ensure every individual is treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation or religion.



Hubs

VincentCare services to clients are provided through Hubs, with each hub providing a range of support including accommodation, case management outreach.

Inner Melbourne Community Hub: Provides a range of accommodation and support services, including crisis accommodation, drug and alcohol case management, and adult outreach.

Northern Community Hub: A hub with housing dispersed throughout the community, along with family violence services, case management services and youth outreach services.

Social Enterprises Hub: Incorporates Ozanam Enterprises at Carrum Downs, an Australian Disability Enterprise which provides a range of supported, practical, hands-on employment and training opportunities to people with disabilities or facing other forms of disadvantage.

Hume Community Hub: VincentCare's Hume Community Hub was established in 2016 to incorporate the family violence support programs that have been operating in Shepparton for many years. The Hub also provides emergency relief, financial counselling and capacity building and Home Care Packages.

Strategic Direction

In the past decade, VincentCare has initiated significant transformation, partnerships, leadership and action to guide the way the organisation delivers services to clients. VincentCare has done this to ensure the each individual's work culminates in fulfilling our purpose - to care for the most disadvantaged.

Strategic Directions 2018-23, builds our strengths and opportunities with a focus on five key outcome areas. They are:

- Improving our client-centred focus to everything we do;
- Growing partnerships, infrastructure, community engagement and funding;
- Innovating our services, our workplaces and our organisation to be more agile and more responsive;
- Cementing our place-based services and work toward an asset-based community development approach; and
- Increasing our advocacy and influence to create lasting change for generations to come.

ROLE SCOPE AND PURPOSE

Reporting to the area supervisor, the Manufacturing Assistant is required to work with the supervisor, and supported employees in all operational aspects to ensure customer order requirements are met.

ROLE ACCOUNTABILITIES

Key Result Area	Key Accountabilities
Core specifics	<ul style="list-style-type: none"> • Day to day supervision of operational processes • Ensure supported employees are supervised • Assist in modification of workplace behaviour of supported employees as appropriate • Be a positive role model for supported employees • Ensure all staff/employees are aware of and adhere to Occupational Health and Safety policies, procedures and work practices, therefore providing a safe workplace for all • Regularly reporting any major problems encountered or anticipated and or major findings and results to the supervisor with recommendations • Other duties as required and consistent with the objectives, guiding policies and employment conditions of the position • All duties must be completed while working with/reporting to supervisory staff.
Client focus	<ul style="list-style-type: none"> • Meet minimum production requirements • Assist operational area achieve customer order requirements in terms of both quality and quantity
Administrative function	<ul style="list-style-type: none"> • Interpret organisational policies and procedures to team members and use problem solving skills as appropriate • Assist with planning and scheduling of work requirements and assign/complete work to meet customer priorities • Contribute to the organizations Quality Assurance program to ensure continuous improvement and ongoing compliance with the NDIS Practice Standards core module.
Compliance	<ul style="list-style-type: none"> • Ensure all work undertaken within areas of accountability complies with VincentCare values, policies, procedures, codes of conduct and legislative/regulatory requirements and recognised accreditation standards (with a particular focus on Rainbow Tick Accreditation) • Ensure awareness of the policy, legislative and other relevant compliance



	<p>obligations from day one of a working relationship with VincentCare.</p> <ul style="list-style-type: none">• Undertake appropriate training to support understanding of, and compliance with, key VCV policies including work health and safety, equal opportunities, privacy, procurement etc., to meet the required compliance obligations.• Ensure working within appropriate risk management and OH&S procedures and operating practices are embedded within VincentCare's services and accommodation provision to safeguard employee, resident and visitor health, safety and well-being.• Participate in any periodic reviews of work practices/operating arrangements within areas of accountability to ensure potential risks/hazards/ breaches are identified and appropriately managed to meet compliance requirements.• Operate in accordance with VincentCare's schedule of delegated authorities.
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Key Contacts

- Supervisors
- Hub Manager – Ozanam Enterprises

KEY SELECTION CRITERIA

Qualifications

Preferred:

- Forklift license
- M.R. License
- Disability Training

Experience - Essential

- Employment experience in a manufacturing, production or warehouse environment
- Experience working with people with disabilities

Mandatory requirements

All appointments within VincentCare are subject to satisfactory completion of a police check and character/performance reference checks. Police checks will be undertaken for the selected candidate prior to any job offer being confirmed. Police checks are also undertaken on a periodic basis during the period of employment.

All appointments are subject to disclosure of any relevant employment history of formal disciplinary action for improper or unprofessional conduct taken by current or previous employers or any other integrity body within or outside Australia.

The incumbent for this position must have and maintain a current Victorian Working with Children Check or equivalent.

The incumbent for this must complete and hold a NDIS Worker Screening Check as required by the National Disability Insurance Scheme Act 2013.