

Position Description

Position title:	Workplace Trainer
Salary:	TRP of \$94,514 per annum including superannuation and the estimated benefit of full optional salary packaging Cash Salary - \$77,348 per annum Superannuation 9.5% of cash salary Gross value of full benefit of optional salary packaging - up to \$9,818
Classification:	Grade 3 (HS3)
Award:	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018 – 2022
Hours:	76 hours per fortnight (or 80 hours per fortnight with an ADO every 4 weeks)
Position tenure:	Permanent
Employee benefits:	<ul style="list-style-type: none"> • Access to discounted private health insurance • Salary Packaging (including novated leasing) • Health and Wellness Guidance and Activities • Training and Development
Location:	Geelong
Reports to:	Area Manager NDIS Local Area Coordination (LAC) Service - Barwon
Program:	NDIS Local Area Coordination (LAC) Service

Why choose this role at Latrobe Community Health Service?

At Latrobe Community Health Service you'll be part of a positive and passionate workplace.

We're dedicated to providing you with career opportunities through work that is rewarding and meaningful within the community.

You will receive regular feedback and learnings to enhance your ability to be successful. You'll also feel safer knowing you're being guided by someone who understands your situation, wants you to succeed, and is able to help you achieve your goal.

We'll provide you with comprehensive training before starting in the role, and the ongoing culture of team support will ensure you're better able to apply the theory in practice.

You can learn more about Latrobe Community Health Service at www.lchs.com.au/careers

Scope of role

Reporting to the Area Manager, the Workplace Trainer delivers training and assessment for the Local Area Coordination (LAC) Service across the local service delivery area.

The NDIS Local Area Coordination (LAC) Service is responsible for undertaking the Scheme pathway services as described in the National Disability Insurance Agency Statement of Work (SoW).

The role will:

- Assist people with disability, their families and carers to build and pursue their goals for a 'normal' life, exercise control and engage with the Scheme.
- Ensure that people with disability can be supported outside of the Scheme by working with communities and mainstream services to build awareness and to become more inclusive of the range of needs and aspirations of people with disability.

Key objectives, duties and responsibilities

To contribute and maintain the delivery of high quality customer service to staff and participants of the Scheme. To ensure compliance with internal policies and strategic objectives of LCHS and the NDIA.

Training & Assessment delivery

- Prepare for and deliver training and assessment services in accordance with NDIA procedures to ensure staff meet all NDIA requirements.
- Develop flexible teaching and learning strategies to assist students with barriers to learning e.g. low literacy levels or disabilities.
- Understand the workplace systems and procedures, production cycles, and key stakeholders to ensure training is customised or contextualised to the workplace.
- Understand and conform to the workplace policies and practices for workplace health and safety.
- Provide guidance to supervisors regarding support of students to gain competencies.
- Work with the People, Learning and Culture team (PLC) based in Latrobe Valley to implement LCHS training solutions in-line with LCHS policy including; sourcing and liaising with external training providers.

Training program administration and paperwork

- Maintain all assessment and training paperwork to NDIA requirements.
- Return all paperwork to PLC in a timely manner.
- Liaise closely with Area Manager to ensure resources for training are current version.
- Complete all activity reporting requirements.

Quality Assurance of Training and Assessing

- Regularly monitor and evaluate the delivery of training to ensure excellent support and service to LCHS, NDIA and staff to maximise successful outcomes.
- Maintain personal currency of knowledge in relevant Training Packages and vocational industry.

Teamwork

- Work in the best interest and for the betterment of LAC.
- Work as part of the LCHS LAC wide team.
- Provide timely and accurate data and reports when required.
- Other duties as directed.

Service Delivery

- Manage a caseload consistent with training workload levels.
- Provide planning implementation and review functions.

As directed by the Area Manager:

- Undertake community capacity building activities.
- Provide information, linkages and support to people with disability.
- Perform planning, implementation and review functions.
- Undertake specified projects to assist improve service delivery operations.
- Other projects as required.

Professional and Personal Attributes

- Knowledge of and experience in maintaining the legislative requirements of NDIA.
- Knowledge of and experience in maintaining the operational requirements of the NDIS.
- Experience in and commitment to the provision of adult learning & professional development.
- High level organisation and time management skills.
- An ability to work independently.
- An ability to collaborate as a team member in the development of projects.
- High level written skills, with the ability to create professionally written documents to disseminate accurate and relevant information to a wide variety of individuals and groups.
- Excellent customer service skills and the ability to form networks with internal and external clients and partners.
- Attention to detail and accuracy.
- The ability to show initiative within the workplace.
- A commitment to continuous improvement and innovation.
- High level computer skills, including databases.
- An understanding of and commitment to EEO, Privacy and OHS principles and policies.
- A commitment to NDIA and LCHS vision and principles.

Selection criteria:

Applicants must address the selection criteria for consideration.

1. Knowledge of and understanding of the NDIS legislative framework and understanding of the Local Area Coordination and Early Childhood Early Intervention services.
2. Demonstrated experience working in a trainer/assessor role.
3. Excellent interpersonal and communication skills and the capacity to develop rapport quickly with LAC stakeholders.
4. Demonstrated experience working as an effective team member, to listen, lead and influence.
5. Demonstrated ability to organise, prioritise and work independently to targeted outcomes.
6. Knowledge and experience in the use of Microsoft Office suite of programs and familiarity with internet and web-based applications.
7. Ability to undertake service delivery work as required.

Job requirements:

Applicants must meet the following job requirements:

Mandatory:

1. Tertiary qualifications in a related discipline.
2. Certificate IV - Training & Assessment.

Desirable:

1. Qualifications in and or lived experience of disability will be highly regarded.
2. Experience in working within a community or human services setting.

Other requirements:

1. Latrobe Community Health Service complies with infectious disease control and immunisation requirements under legislation. This position is classified as a Health Care Worker C and is exempt from immunisation status requirements.
2. Ability to travel across the service delivery area and work independently as required.
3. Latrobe Community Health Service is a child-safe organisation. An Employee Working with Children Check will be required for this role (must be obtained prior to commencement).
4. A current NDIS Worker Screening Check. This check is renewed every five (5) years. <https://www.service.vic.gov.au/services/national-disability-insurance-scheme>
5. A satisfactory criminal record check (Police Record Check) from the Australian Federal Police or country of residence will be undertaken prior to appointment. This check is renewed every 2 years.
6. In addition and prior to appointment, a DHHS and NDIA security clearance shall be undertaken. At times, clearance may take longer than 28 days which delays appointment.
7. Prior to appointment, credentialing documentation must be completed and verified.
8. Prior to appointment, preferred applicants must disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.
9. This Position Description and Letter of Agreement will be reviewed from time to time in keeping with changing requirements.

We are a diverse and inclusive workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds and identities, LGBTIQ+ people,

people with a lived experience of disability and service personnel and their families, to name a few. We will make reasonable adjustments when required.

Approved (Job title):	Executive Director NDIS Services
Date:	06.05.2019

Incumbent statement

I have read, understand and accept the Position Description and this Position Description Attachment

Incumbent's Name: _____

Incumbent's Signature: _____

Date: / /