

Position Description

Position title:	Early Childhood Early Intervention Workplace Trainer
Salary:	Total Remuneration Package based on qualifications and experience Superannuation 10% of cash salary Gross value of full benefit of optional salary packaging - up to \$9,771
Classification:	Dependent on qualification
Award:	Dependent on qualification
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
Location:	Wimmera South West and Central Highlands
Reports to:	Area Manager NDIS Early Childhood Early Intervention (ECEI)
Program:	NDIS Early Childhood Early Intervention (ECEI)

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'll work with people who are positive and optimistic in the attitudes and behaviours they bring to work. This creates a safe and uplifting environment that will constantly motivate you - and those around you - to bring their best to work.

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

Scope of role

The ECEI Workplace Trainer shall deliver training and development for the Early Childhood Early Intervention (ECEI) Service. The ECEI Workplace Trainer shall work across ECEI service delivery areas and will work collaboratively with other ECEI Workplace Trainers to deliver consistent training and development.

The ECEI Workplace Trainer shall be responsible for working collaboratively with the ECEI Leadership team supporting ECEI Coordinators and delivering the NDIS ECEI training and development and new starter programs.

The ECEI Workplace Trainer role is integral to supporting a consistent, best practice and a family centred approach is being delivered across all ECEI service delivery areas.

In addition, the ECEI Workplace Trainer will hold a flexible caseload including complex cases. There will be a requirement to travel across service delivery areas.

Key objectives, duties and responsibilities

Training & Assessment delivery

- Prepare and deliver training and development services in accordance with NDIA Procedures to ensure staff meet all NDIA requirements.
- Develop flexible teaching and learning strategies to assist any barriers to learning.
- 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 ECEI Coordinators and new starters to gain competencies.
- Work with the People, Learning and Culture team (PLC) based to implement LCHS training solutions in-line with LCHS policy including; sourcing and liaising with external training providers
- Provide guidance, mentorship and support to ECEI Coordinators
- Through the training programs, provide support to ECEI Coordinators to deliver high quality, best practice initial supports and short term interventions
- Assist to support consistency of practice across areas, including ensuring that correct procedures and processes are being followed

Training program administration and paperwork

- Maintain all assessment and training paperwork to NDIA requirements.
- Liaise closely with ECEI Leadership team to ensure resources for training are current and based on best practice principles.
- 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 ECEI.
- Work as part of the LCHS ECEI 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.
- Maintain up to date and current knowledge of NDIS ECEI requirements

As directed by the Area Manager:

- 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.
- 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 Early Childhood Early Intervention Approach.
2. Demonstrated experience working in a trainer/assessor role.
3. Excellent interpersonal and communication skills and the capacity to develop rapport quickly with ECEI 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.

Job requirements:

Applicants must meet the following job requirements:

Mandatory:

1. Bachelor Degree in an appropriate Allied Health discipline or Early Childhood Education.
2. Certificate IV in Training & Assessment.
3. Must have at least 1 year experience in Early Childhood Early Intervention and a sound understanding of child development, ECEI model and best practice guidelines

Desirable:

1. Previous experience in mentoring/Coaching and/or supervision.
2. Experience in working within an early childhood, community or human services setting.

Organisational Responsibilities:

1. Latrobe Community Health Service complies with infectious disease control and immunisation requirements under legislation. This position is classified as a **Health Care Worker B**. Evidence of immunisation history must be provided prior to confirmed appointment
2. Ability to travel across the service delivery area and work independently as required.
3. MARAM Tier 4
 - ≡ Uses information gained through respectful, sensitive and safe engagement with service users to identify and respond to family violence and child safety and wellbeing. At a minimum, this includes screening for family violence and offering options for support as articulated within the organisations family violence procedures and guides.
 - ≡ Contributes to information sharing with other services (as permitted by the Victorian Child Safety Information Sharing Scheme and Family Violence Information Sharing Scheme) in order to support the assessment and management of family violence or child safety and wellbeing.
4. 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).
5. 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>
6. 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.
7. 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.
8. Prior to appointment, credentialing documentation must be completed and verified.
9. 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.
10. 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 Service
Date:	29 July 2021

Incumbent statement

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

Incumbent's Name: _____

Incumbent's Signature: _____

Date: / /