



ROLE DESCRIPTION

Role Title:	Trainer and Assessor Community Services (Aged Care & Disability)
Department:	Training and Education
Location:	Mildura
Reports to:	Team Leader

Organisational Environment

MADEC is a community based non-profit company dedicated to servicing the Sunraysia, Mid Murray, Murray Darling, Riverland, Murraylands, Kadina/Clare and Adelaide South regions. As an innovative and responsive community business MADEC will meet the needs and aspirations of individuals and communities through premium provision of community education, training, employment and enterprise services.

MADEC operates as a multi-site service provider within Job Services Australia, managing an Education, Employment Services Contract which delivers employment/educational outcomes for defined client groups in accordance with guidelines set down by the Department of Education, Employment and Workplace Relations (DEEWR).

Primary Purpose of Role *(In one sentence - why does the role exist?)*

The role is responsible for the professional and high quality facilitation of Certificate IV in Community Services (Aged Care), Disability Services and First Aid training. In addition to this, you will work closely with industry to maintain awareness of trends and to market clients to potential employers.

Direct Reports to this Role	Total Number of Reports
Nil	Nil

Key Relationships *(Who does the role interact with?)*

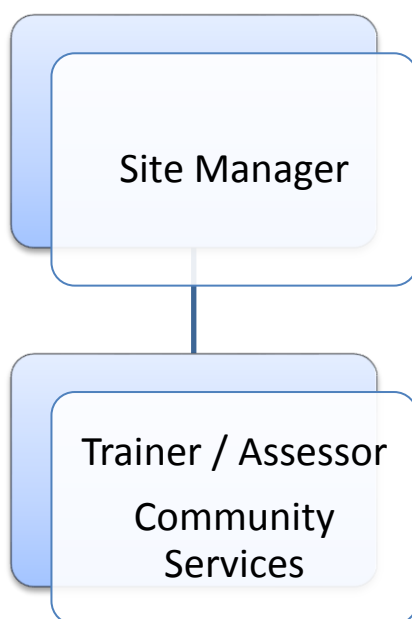
Internal	MADEC Trainers, Administrative staff
External	MADEC's cliental

Key Responsibilities/ Accountabilities:

Develop AQTF compliant training materials and assessment tools as required.
Train and assess the Nationally Accredited Community Services (Aged/Home & Community Care Qualifications to Certificate IV Level and other allied programs as required).
Liaise and work with Industry to establish current trends and market needs.
Assist with sourcing participants and marketing for the training programs.
Plan, develop, implement, assess and evaluate a range of accredited and fee for service training programs, both on campus and as Traineeships.
Deliver First Aid Training and Personal Development Training including Manual Handling, Medication and similar industry requirements.
Deliver Disability Services training.
Deliver flexible learning programs.
Provide administrative staff with the client and program details, reports and assessment information as required.
Maintain a professional image and organisational and client confidentiality at all times
Adhere, monitor and review all AQTF standards and contractual requirements
Provide reports as required by the Chief Executive Officer Site Manager and/or Manager, Community College
Abide by MADEC policies and procedures
Contribute to MADEC's Quality and Continuous Improvement processes
As part of a team, meet specific outcome targets as determined by MADEC Management and/or funding bodies.
Source student practical placement opportunities with local providers.
Other duties as required.

Qualifications and Experience:	
Qualifications/ Memberships:	<ul style="list-style-type: none"> ▪ Certificate IV Training and Assessment or its equivalent ▪ Certificate IV, or above, in Aged Care/Home & Community Care ▪ Div 1 Nursing Qualification (or equivalent) desirable ▪ Must have and retain competencies relevant to Aged/Home/Disability & Community Care training ▪ A current drivers licence
Experience:	<ul style="list-style-type: none"> ▪ Relevant experience in Aged Care/Home/Disability & Community Care industry. ▪ Demonstrated experience in training delivery of Aged/Home & Community Care, (including years of experience) ▪ Experience in First Aid Training delivery.
Skills:	<ul style="list-style-type: none"> ▪ Competent use and working knowledge of computer software, particularly Microsoft Office Suite of programs. ▪ Well developed communication and interpersonal skills. ▪ Ability to work as part of a team, exercising initiative and the capacity to manage responsibility. ▪ Demonstrate organizational ability for effective time management in a busy workplace environment. ▪ Excellent administrative, organizational and report writing skills, with a strong focus on accuracy. ▪ Able to demonstrate vocational competencies at least to the level of those being delivered. ▪ Interpersonal, oral and written communication skills appropriate to the primary objectives of the role.

Organisation Chart *(insert org. chart)*



At MADEC We Value

Trust, Honesty and Accountability

The upholding of trust, honesty and individual and organisational accountability in all we do and say.

The behaviour:

- Walks the talk
- Shows respect
- Is transparent
- Is accountable

Two or three key actions to demonstrate in this role:

Communicates consistently, honestly, constructively and with good intent.

Recognise, give credit too and respect our people for their contributions.

Dignity and Respect

The right of each and every person to be treated with respect and dignity.

The behaviour:

- Supports team members and colleagues
- Builds relationships
- Energises others

Two or three key actions to demonstrate in this role:

Treats colleagues and subordinates in a fair and equitable manner.

Build relationships across the organisation.

Relates easily with a wide range of diverse people

Community

The spirit and ethos of community development and community well being.

The behaviour:

- Community focus

Two or three key actions to demonstrate in this role:

Looks for opportunities to strengthen the communities we operate in.

Initiative and Creativity

The initiative and creative potential of individuals and the contribution they can make to MADEC.

The behaviour:

- Open to new ideas
- Shows initiative
- Adaptive

Two or three key actions to demonstrate in this role:

Open to new ideas and processes

Collaborate on changes and support ideas of others.

Growth and Development

The professional growth and development of board members, management and staff that will enhance their skills, knowledge and experience.

The behaviour:

- Creates a picture of success
- Develops and coaches others

Two or three key actions to demonstrate in this role:

Provides service, knowledge and experience to others.

Provides a culture that supports continual learning.

Quality and Continuous Improvement

The development and delivery of high quality services to our clients and customers through continuous improvement and organisational development processes.

The behaviour:

- Understands the business
- Seeks opportunities for business benefit
- Thinks analytically
- Thinks conceptually

Two or three key actions to demonstrate in this role:

Understands how the department works and contributes to business success

Challenges the status quo

Continually reviews processes to ensure best practice.

Economic, Social and Environmental Sustainability

The principles and practices of economic, social and environmental sustainability.

The behaviour:

- Understands the business
- Seeks opportunities for business benefit
- Thinks analytically
- Thinks conceptually

Two or three key actions to demonstrate in this role:

Seeks opportunities to improve, quality and efficiency, safety, health and the environment

Ensure safe working environment for employees by actively resolving safety issue in a timely manner.

Being thoughtful about resource

Role Description developed by:

Name

Position Title

Signature

Date

Authorised by:

Name

Position Title

Signature

Date