



Job Description Form

Classification Evaluation Date

Current Version Date

5 April 2018

Social Trainer – Level 1

Position Number: GENERIC
Classification/Level: Level 1
Award/Agreement: Social Trainers General Agreement 2017
Organisation Unit: Services
Physical Location: Perth Metropolitan Area

This Position Reports To:

Position Number: <Various>
Position Title: Local Area Supervisor / Intervention Support Services Coordinator
Classification/Level: Level 4 / Level 5

Positions Under Direct Supervision:

Level/ Title: Nil

Organisational Context

The Department of Communities is the State Government agency responsible for advancing opportunities, community participation and quality of life for people with disability.

Disability Services is a division of the Department of Communities and under the Disability Services Act 1993, it provides a range of direct services and support and also funds non-government agencies to provide services to people with disability, their families and carers.

The Department also partners and collaborates with disability sector organisations, business, government and other stakeholders to improve participation, inclusion and access for people with disability across the community.

Our Vision: All people live in welcoming communities that facilitate citizenship, friendship, mutual support and a fair go for everyone.

The Department seeks to employ staff who demonstrate the following capabilities and values:

Capabilities:

Shapes and manages strategy

Effective decision making

Communicates and influences effectively

Achieves results

Exemplifies personal integrity and self-awareness

Builds productive relationships.

Values:

GENERIC; Social Trainer L1

Commitment — to our vision for people with disability and their families
Respect — values cultural diversity and encourages everyone's unique contribution
Integrity — is honest and truthful about decisions and actions
Working together — works together cooperatively to get things done and pursue our vision
Openness — decision-making and communications are clear and transparent
Leadership — actions reflect leadership responsibilities
Accountability — are openly accountable for decisions and actions
Continued learning — are committed to a culture of excellence and continued learning.

The Department is an equal opportunity employer and embraces diversity as we believe the best products and services come from a workplace in which varied viewpoints are welcomed and encouraged.

Key Work Description

This position undertakes training and support activities with persons with an intellectual disability.

Work Description

This section outlines the results and outcomes required of an individual in this position.

1.0 Physical health and well-being

- 1.1 Accompanies people with an intellectual disability to medical/specialist appointments.
- 1.2 Carries out and records outcomes of daily/weekly health checks and treatments.
- 1.3 Applies/gives medications and treatments.
- 1.4 Implements specialist programs and ensures compliance e.g. mealtime management programs.
- 1.5 Participates in assessment (e.g. broad screen checklist), responds to and adjusts support in line with identified needs of people with an intellectual disability.
- 1.6 Implements well-being activities and programs, including exercise and leisure.
- 1.7 Supports people with an intellectual disability in all areas of personal care.

2.0 Lifestyle planning, Families and Community

- 2.1 Implements community inclusion plans and programs.
- 2.2 Supports people with an intellectual disability to maintain regular communication/contact with families and significant others.
- 2.3 Promotes and maintains positive public relations.
- 2.4 Identifies opportunities for people with an intellectual disability to extend their life experiences including facilitating opportunities for people with an intellectual disability to develop and maintain friendships.
- 2.5 Supports people with an intellectual disability to present a positive image.
- 2.6 Completes key worker and annual lifestyle review requirements.

3.0 Positive behaviour support and skills development and maintenance

- 3.1 Implements skill development or maintenance plans in all areas of daily living and records outcomes.
- 3.2 Identifies opportunities for incidental learning to enhance resident skill development and maintenance.
- 3.3 Implements routines, encourages engagement and choice making.
- 3.4 Consistently applies positive behaviour support plans, records outcomes.
- 3.5 Uses endorsed techniques to prevent and/or manage complex behaviour.
- 3.6 Participates in assessment, consistently follows/uses communication plans and aids.

4.0 Teamwork

- 4.1 Carries out work tasks to achieve identified outcomes.
- 4.2 Works cooperatively with others.
- 4.3 Understands and works towards team goals and objectives.
- 4.4 Actively participates in the acquisition and ongoing improvement of own work skills.

5.0 Administration and Occupational Health & Safety (OSH)

- 5.1 Works in a safe manner and follows procedures for hazard identification and concerns/issues are reported to line management/nominated representative.
- 5.2 Follows procedures to prevent infection in the workplace.
- 5.3 Identifies and implements strategies to prevent workplace stress.
- 5.4 Follows emergency procedures.
- 5.5 Implements and complies with relevant legislation, policies, procedures and guidelines.
- 5.6 Completes workplace forms and documents.

Work Related Requirements

In the context of this position, able to demonstrate:

Qualifications

Essential

- Year 10 English (or qualification deemed equivalent).

or

- Ability to pass the Commission's assessment of written and spoken English at this level.

Experience/Knowledge/Skills/Abilities

Essential

- Understanding and sensitivity towards people with diverse backgrounds.

- Good interpersonal, verbal and written communication skills.

- Capacity to work independently and as a member of a team.

- An understanding of the role of a direct care staff in supporting people with an intellectual disability.

- Applicants will also be assessed against the Public Sector Capability Profile for Level 1 and 2 staff.

Special Requirements / Equipment

- Appointment is subject to a satisfactory Criminal History Screening.
- A Working with Children (WWC) Check may be required.
- A current Australian drivers licence and the ability to travel in response to organisational needs.
- Appointment is subject to a satisfactory medical and functional capacity examination.
- Ability to work towards a Certificate III in Disability Work (unless already held) during business hours.
- Ability to successfully complete "Apply First Aid" course (unless already held) during business hours.
- The ability to work shifts with a changing roster involving a mix of morning, afternoon and overnight shifts rostered across Monday to Sunday.

Certification

Resi Mitterbauer, A/Director Services Transition.

Signature



Date

5/4/18

Disability Services	
JDF Registration	
Sign	<u></u>
Date	<u>05/04/2018</u>

Attachment 1- Capability Profile - Level 1 & 2

Capability	Indicators	Behavioural Examples
Shapes and Manages Strategy	<ul style="list-style-type: none"> • Supports shared purpose and direction • Thinks strategically • Harnesses information and opportunities • Shows judgment, intelligence and common sense 	<ul style="list-style-type: none"> • Understands business values and objectives and can explain how they are relevant to their work • Works under direct supervision to meet timelines and priorities.
Achieves Results	<ul style="list-style-type: none"> • Identifies and uses resources wisely • Applies and builds professional expertise • Responds positively to change • Takes responsibility for managing projects to achieve results 	<ul style="list-style-type: none"> • Reschedules and reorganises work to reflect changes in priority • Applies and develops capabilities to meet performance expectations, demonstrates knowledge of new programs, products or services relevant to the position • Maintains accurate records and files • Sees tasks through to completion.
Builds Productive Relationships	<ul style="list-style-type: none"> • Nurtures internal and external relationships • Listens to, understands and recognises the needs of others • Values individual differences and diversity • Shares learning and supports others 	<ul style="list-style-type: none"> • Responds under direction to changes in client needs and expectations, manages progress and keeps clients informed, provides prompt and courteous service • Recognises the value of individual differences and understand that others may work in different ways.
Exemplifies Personal Integrity and Self Awareness	<ul style="list-style-type: none"> • Demonstrates public service professionalism and probity • Engages with risk and shows personal courage • Commits to action • Promotes and adopts a positive and balanced approach to work • Demonstrates self-awareness and a commitment to personal development 	<ul style="list-style-type: none"> • Adheres to the Code of Conduct and behaves in an honest, professional and ethical way • Provides accurate information, checks and confirms accuracy prior to release • Gets on with the job and applies self to meet objectives, follows up to ensure work is finalised • Stays calm under pressure, does not react personally to criticism • Agrees on performance levels with supervisor, seeks supervisor feedback and responds to guidance
Communicates and Influences Effectively	<ul style="list-style-type: none"> • Communicates clearly • Listens, understands and adapts to audience • Negotiates confidently 	<ul style="list-style-type: none"> • Limits the use of jargon, explains information using language appropriate to the client • Listens and asks questions to ensure understanding, checks own communication has been understood • Discusses issues thoughtfully without getting aggressive.