**Job Description Form**

**Social Trainer – Level 1**

**Position Details**

**Position Number:**  Generic

**Classification:**  Level 1

**Award / Agreement:** Government Officers (Social Trainers) Award 1988 /

Social Trainers General Agreement 2017

**Organisational Unit:** Disability Services / Services

**Location:** Perth Metropolitan Area

**Classification Evaluation Date:**

**JDF Review Date:** 24 January 2020

**Reporting Relationships**

**This position reports to:**

Local Area Supervisor, Level 4 / Intervention Support Services Coordinator, Level 5.

**Positions Under Direct Supervision:**

This position has no subordinates.

**About the Department**

The Department of Communities’ mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department’s direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

The Department’s functions and services include disability services; child protection and family support; social and affordable housing; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

**Role Statement**

This position is responsible for undertaking training and support activities with persons with an intellectual disability.

**Duties and Responsibilities**

**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.

**Essential Work-Related Requirements (Selection Criteria)**

1. Year 10 English (or qualification deemed equivalent), or the ability to pass the Disability Services assessment of written and spoken English at this level.
2. Understanding and sensitivity towards people with diverse backgrounds.
3. Good interpersonal, verbal and written communication skills.
4. Capacity to work independently and as a member of a team.
5. An understanding of the role of a direct care staff in supporting people with an intellectual disability.

The above criteria will be assessed in-line with the Public Sector Capability Profile for Level 1 and 2 as relevant.

**Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory Criminal History Screening.
2. A Working with Children (WWC) Check may be required.
3. Possession of a current Western Australian 'C' or 'C-A' Class Driver’s Licence or equivalent, and the ability to travel in response to organisational needs.

This requirement continues for the duration of employment in this position and from time to time production of the licence may be required upon request by the Department.

1. Appointment is subject to a satisfactory medical and functional capacity examination.
2. Ability to work towards a Certificate III in Disability Work (unless already held) during business hours.
3. Ability to successfully complete "Apply First Aid" course (unless already held) during business hours.
4. The ability to work shifts with a changing roster involving a mix of morning, afternoon and overnight shifts rostered across Monday to Sunday.

## Attachment 1- Capability Profile - Level 1 & 2

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| **Capability** | **Description** | **Behavioural Indicators** |
| **Shapes and Manages Strategy** | * Supports shared purpose and direction * Thinks strategically * Harnesses information and opportunities * Shows judgment, intelligence and common sense | * 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** | * Identifies and uses resources wisely * Applies and builds professional expertise * Responds positively to change * Takes responsibility for managing projects to achieve results | * 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** | * Nurtures internal and external relationships * Listens to, understands and recognises the needs of others * Values individual differences and diversity * Shares learning and supports others | * 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** | * 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 | * 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 met 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** | * Communicates clearly * Listens, understands and adapts to audience * Negotiates confidently | * 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. |