MISSION AUSTRALIA

Mission Australia

About us:	Mission Australia is a non-denominational Christian organisation that has been helping people re gain their independence for over 155 years.
	We've learnt the paths to getting back independence are different for everyone. This informs how we help people, through early learning and youth services, family support and homelessness initiatives, employment and skills development, and affordable housing. Our nationwide team delivers different approaches, alongside our partners and everyday Australians who provide generous support.
	Together we stand with Australians in need, until they can stand for themselves.
Purpose:	Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.
	"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)
Values:	Compassion Integrity Respect Perseverance Celebration
Goal:	To reduce homelessness and strengthen communities.

Position Details:

Position Title:	Workforce Trainer
Classification:	CSW level 4
Employment type	Max Term Contract concluding 30th June 2021
Division:	Service Delivery
Reports to:	Area Manager
Position Purpose:	To support and provide ongoing training to Partner in the Community (PiTC) Staff in line with the requirements of the National Disability Insurance Agency (NDIA).
	To liaise with the NDIA & Mission Australia under the directions of Area Manager on content for the learning management systems and changes.

Position Requirements (What are the key activities for the role?)

Key Result Area 1 - Staff Support	
Key tasks	**Position holder is successful when**
• Maintain register of skills and qualifications for all staff • Conduct training needs analysis and refine Training Plan on an ongoing basis to	• Staff comply with internal and external regulations/requirements as per PiTC Contract. • Staff are provided with up to date training and are equipped to deliver PiTC services

ensure currency and relevance of staff skills	• All staff undergo induction prior to commencing in roles
• Maintain register of workplace training and induction for all staff	• Training is incorporated into the Quality Program within each team
• Maintain Train the Trainer structure	

Key Result Area 2 – Learning System Management	
Key tasks	**Position holder is successful when**
• Undertake initial PiTC training and work with ICS designer and through co-design develop the learning management system • Liaise with the NDIA & Mission Australia under the direction of Area Manager on content for the learning management system and system changes	• Training is completed • Learning Management System is designed and meets needs of the PiTC Service's • Open communication and feedback provided to and from the NDIA & Mission Australia to inform system improvements and change.

Key Result Area 3 – Administration	
Key tasks	**Position holder is successful when**
• To report on work done by maintaining appropriate NDIS case records using the NDIS Business Systems • Maintain up to date records in line with Mission Australia and NDIA Business Systems • Ensure that all required internal and external records are completed and recorded • Complete a range of internal and external reports as required. • Complete a range of other administrative duties for the efficient running of the service including statistics & reports,	• Accurate records are maintained in a timely manner and kept up to date to the required standard and specifically in relation to progress and outcomes • Reports are accurately completed within required timeframes • Feedback is provided to the NDIS about the on-the-ground effect of the NDIS • All paperwork is accurately completed within the required timeframes • Legislation and current NDIS requirements are complied with, including a commitment to the safety wellbeing and best interests of children and young people.

MISSION AUSTRALIA

Work Health and Safety

Everyone is responsible for safety and must maintain:

- A safe working environment for themselves and others in the workplace
- Ensure required workplace health and safety actions are completed as required
- Participate in learning and development programs about workplace health and safety
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries

Purpose and Values

- Actively support Mission Australia's purpose and values;
- Positively and constructively represent our organisation to external contacts at all opportunities;
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times;
- Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.);
- To help ensure the health, safety and welfare of self and others working in the business;
- Follow reasonable directions given by the company in relation to Work Health and Safety.
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries
- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards
- Actively support Mission Australia's Reconciliation Action Plan.

Recruitment information

Qualification, knowledge, skills and experience required to do the role

- Certificate IV in Training and Assessment
- At least 3 years' experience in delivery of Workplace Training
- Ability to conduct training needs analysis and develop, implement and review Training Plans
- Establish mechanisms for feedback and comments on all training packages
- Drivers Licence
- Working With Children Check/Vulnerable People Check
- Lived experience of disability encouraged

Compliance checks required

Working with Children   ☐

National Police Check   ☐

Vulnerable People Check   ☐

Drivers Licence   ☐

Other (prescribe)   ☐   _____

MISSION AUSTRALIA

Approval

| Manager name | Approval date |

MISSION AUSTRALIA