

## Mission Australia

About us:	<p>Mission Australia is a national Christian charity that has been standing alongside Australians in need since 1859. Our vision is for an Australia where all of us have a safe home and can thrive.</p> <p>We deliver homelessness crisis and prevention services, provide social and affordable housing, assist struggling families and children, address mental health issues, fight substance dependencies, support people with disability and much more.</p> <p>Given the right support, we believe everyone can reach their full potential. That's why we stand together with Australians in need, for as long as they need us.</p>
Purpose:	<p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p> <p><i>"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)</i></p>
Values:	Compassion Integrity Respect Perseverance Celebration
Goal:	End homelessness and ensure people and communities in need can thrive.

## Position details:

Position Title:	<b>Education and Life Skills Trainer (BB)</b>
Executive Function:	Community Services
Award/Agreement:	Service Delivery Enterprise Agreement
Classification:	Community Services Worker
Level:	Level 3
Business Unit/Program:	Triple Care Farm Batemans Bay
Reports to:	Program Manager
Position purpose:	Providing life & employment skills training and assessment of students ; developing comprehensive living skills plans and providing appropriate role modelling.

## Position requirements (What are the key activities for the role?)

Key Result Area 1	Child and Youth Safe Practice
<b>Key tasks</b>	<b>Position holder is successful when</b>
<ul style="list-style-type: none"> <li>• Demonstrate knowledge of the <i>National Principles for Child Safe Organisations</i>.</li> <li>• Comply with core responsibilities set out in the MA Child &amp; Youth Safe policies, procedures and supporting documents to practice as required by the role.</li> <li>• Proactively raise concerns about any issues that affect the safety and wellbeing of</li> </ul>	<ul style="list-style-type: none"> <li>• A child and youth safe service environment is supported in accordance with the <i>National Principles for Child Safe Organisation</i>.</li> <li>• Sound application of policy to child and youth safe practice is demonstrated.</li> <li>• Concerns about the safety and wellbeing of children and young people are identified and responded to effectively.</li> </ul>

<p>children and young people engaging with MA services.</p>	
<p><b>Key Result Area 2</b></p>	<p><b>Client Support &amp; Supervision</b></p>
<p><b>Key tasks</b></p>	<p><b>Position holder is successful when</b></p>
<ul style="list-style-type: none"> <li>• Support the progress of student residents towards the achievement of their casework goals and their movement through the three stages of the Triple Care Farm program through ongoing support assistance and supervision.</li> <li>• Support students to maintain acceptable standards of student conduct in accordance with the program’s established rules.</li> <li>• Ensure the maintenance of Log and Communication Books as described in the Policy and Procedure Manual including the recording of incidents and events occurring in the residential houses.</li> <li>• Support young people in their morning routines, including wake up call.</li> <li>• Oversee student breakfast and lunch preparation.</li> <li>• Ensure the safe storage and administration of student medications and the maintenance of essential medical records.</li> <li>• Establish positive working relationships with students, endeavoring to understand and interpret their behaviour, thus influencing positive attitudinal and behavioral change.</li> <li>• Assist students in the development of positive work attitude and the maintenance of acceptable work habits such as punctuality, reliability and the willingness to accept the advice and guidance of a supervisor.</li> <li>• Resolve student complaints or refer them to the Program Coordinator</li> <li>• Assist students in their daily routines including helping them prepare for the day; ensuring they perform cleaning tasks, wash and dry their clothing, and change their bed linen.</li> </ul>	<ul style="list-style-type: none"> <li>• Clients are supported in their progress towards targets with positive outcomes achieved.</li> <li>• Students comply with internal and external regulations with minimal non-compliance maintained.</li> <li>• As far as practicable, students demonstrate the ability to participate successfully in group activities with minimal non-compliance maintained.</li> <li>• Students are well prepared for each day, attend meetings on time, participate in meals and are well presented in clean clothing.</li> <li>• Student medications are kept secure at all times, administered appropriately and documentation is accurate and up to date.</li> <li>• Student incidents are documented and addressed in a timely and effective manner.</li> <li>• Student issues with self-care and personal hygiene are documented and communicated to all relevant staff; appropriate support plans are in place.</li> </ul>

<ul style="list-style-type: none"> <li>• Supervision of Student gym sessions as required by the Program Coordinator</li> <li>• Responsible to maintain donated clothing for students to access and book appointments to utilise items.</li> </ul>	
<p><b>Key Result Area 3</b></p>	<p><b>Vocation and education program- Support &amp; Education</b></p>
<p><b>Key tasks</b></p>	<p><b>Position holder is successful when</b></p>
<ul style="list-style-type: none"> <li>• As required contribute to case planning-monitoring meetings with the Case Coordinator, to ensure the progress of individual students through their program and towards the achievement of their goals.</li> <li>• Conduct theory based education and practical training in; literacy and numeracy, budgeting and financial skills; food handling; cooking, domestic and commercial applications, and nutrition, horticulture and landscaping.</li> <li>• Coordinate the deliver of workshops with external partners; e.g. sexual health, first aid, save a mate (Red Cross)</li> <li>• Conduct in-depth Living Skills assessments on all students using the Activity of Daily Living Skills (ADLS) assessment tool.</li> <li>• Provide individual tuition and support to students as required.</li> <li>• Supervise student activity groups in the training program as required.</li> <li>• Participate in staff meetings, workshops, training courses as required, to improve professional knowledge and skills and the overall service quality offered at Triple Care Farm.</li> <li>• Undertake any associated duties as requested or directed by the Program Coordinator.</li> </ul>	<ul style="list-style-type: none"> <li>• Active participation and contribution to case planning-mentoring meetings is achieved.</li> <li>• Students are engaged in a variety of education workshops that build skills in literacy, numeracy and general life skills.</li> <li>• Students acquire skills in food preparation and handling in line with their individual case plan and personal goals.</li> <li>• All students attend food handling, hygiene &amp; cooking classes; assessment outcomes are documented.</li> <li>• Individual Living Skill Assessments are completed on each client within 4 weeks of commencing the program.</li> <li>• All students have individual Living Skills Assessments &amp; Management Plans recorded in their files; information is disseminated to residential and other relevant staff in a timely manner and progress is reported on at weekly Student Progress Meetings.</li> <li>• Students are appropriately supervised and engaged.</li> <li>• Active contribution is made to the development of the program including participation in staff training and development.</li> <li>• Associated duties are completed efficiently.</li> </ul>
<p><b>Key Result Area 4</b></p>	<p><b>Administration</b></p>
<p><b>Key tasks</b></p>	<p><b>Position holder is successful when</b></p>
<ul style="list-style-type: none"> <li>• Ensure the maintenance of relevant medication administration records, case notes and reports on each of the students.</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate notes are kept for all students in line with required MA and external standards.</li> </ul>

<ul style="list-style-type: none"> <li>• Maintain all necessary records and report, either verbally or in writing as required, on student progress or misconduct, or any extraordinary incident including measures taken to effectively deal with such incidents.</li> <li>• Ensure that all vehicle logbooks are signed and dated correctly.</li> <li>• Provide Program Manager with relevant monthly statistical information on student activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Student files are maintained, with 100% accuracy.</li> <li>• Vehicle logbooks are completed and accurate.</li> <li>• Accurate statistics of relevant service activities are maintained and communicated.</li> </ul>
--	--

*Note - The duties listed in this position description may not be all encompassing. Employees may be required to perform other reasonable duties as requested.*

## 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 (e.g. Financial, HR, etc.)
- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards
- Contribute to an organisational culture that promotes Mission Australia's [commitment to the safety and wellbeing of all children and young people](#)
- Actively support Mission Australia's [Reconciliation Action Plan](#).

## Recruitment information

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

- Current TAE or relevant degree / diploma in human services and / or minimum 2 years' experience working in adolescent residential care or vocational training programs.
- Current NSW Driver's License
- Current First Aid Certificate
- Ability to work as part of a team
- Demonstrated sound interpersonal and communication skills
- Experience in providing vocational education and training
- Understanding of adolescent mental health issues
- Ability to communicate with adolescents
- Understanding of duty of care
- Computer literacy

### Key challenges of the role

- Managing challenging behaviors; applying appropriate boundaries and consequences where necessary
- Assisting students to develop key skills in interpersonal relationships.

## Compliance checks required

Working with Children Check	<input checked="" type="checkbox"/>
Vulnerable People Check	<input type="checkbox"/>
National Police Check	<input checked="" type="checkbox"/>
Driver's Licence	<input checked="" type="checkbox"/>
Reasonable evidence of full vaccination against COVID-19	<input checked="" type="checkbox"/>
Other (prescribe)	<input type="checkbox"/>

## Approval

**Manager name** Helen Fuller, Area Manager

**Approval date** 15 June 2022