

Mission Australia

About us:	<p>Mission Australia is a non-denominational Christian organisation that has been helping people re gain their independence for over 155 years.</p> <p>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.</p> <p>Together we stand with Australians in need, until they can stand for themselves.</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."</i> (1 John 3:18)</p>
Values:	Compassion Integrity Respect Perseverance Celebration
Goal:	To reduce homelessness and strengthen communities.

Position Details:

Position Title:	Vocational Trades Trainer
Division:	Service Delivery
Reports to:	Triple Care Farm Program Coordinator
Position Purpose:	Providing a variety of life, employment and skills training for young people participating in the programs at TCF. Act as an appropriate role model.
Key Result Areas	<ul style="list-style-type: none">▪ Client Support and Supervision▪ Provision of Education and/or Training Program▪ Administration
Key Challenges	<ul style="list-style-type: none">• Managing challenging behaviors; applying appropriate boundaries and consequences where necessary• Assisting students to develop key skills in interpersonal relationships.

Name:

Signed:

Date:

Position Description**Position title: Trades Trainer****Position Requirements (What are the key activities for the role?)**

Key Result Area 1 – Client Support & Supervision	
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> • 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. • Support students to maintain acceptable standards of student conduct in accordance with the program's established rules. • 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. • Conduct 'Wake Up' duties in one of the residential cottages as required by Program Coordinator; administer prescribed medications & oversee student breakfast and lunch preparation. • Ensure the safe storage and administration of student medications and the maintenance of essential medical records in each of the Farm's cottages. • Establish positive working relationships with students, endeavoring to understand and interpret their behaviour, thus influencing positive attitudinal and behavioral change. • 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. • Resolve student complaints or refer them to the Program Coordinator • 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. • Supervision of Student gym sessions as required by the Program Coordinator • Responsible to maintain donated clothing for students to access and book appointments to utilise items 	<ul style="list-style-type: none"> • Clients are supported in their progress towards targets with positive outcomes achieved. • Students comply with internal and external regulations with minimal non-compliance maintained. • As far as practicable, students demonstrate the ability to participate successfully in group activities with minimal non-compliance maintained. • Students are well prepared for each day, attend meetings on time, participate in meals and are well presented in clean clothing. • Student medications are kept secure at all times, administered appropriately and documentation is accurate and up to date. • Student incidents are documented and addressed in a timely and effective manner. • Student issues with self-care and personal hygiene are documented and communicated to all relevant staff; appropriate support plans are in place.

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Key Result Area 2 – Provision of Education and/or Training Program	
Key tasks	Position holder is successful when
<ul style="list-style-type: none">• 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.• Conduct theory based education and training session that may include:<ul style="list-style-type: none">○ Woodwork Skills Development○ Metal Work Skills Development○ Horticulture and landscaping.○ Living skills including food handling, cooking and nutrition○ Literacy and Numeracy Training• Provide individual tuition and support to students as required.• Supervise student activity groups in the training program as required.• 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.• Undertake any associated duties as requested or directed by the Program Coordinator and Program Manager.	<ul style="list-style-type: none">• Active participation and contribution to case planning-mentoring meetings is achieved.• Students are engaged and participating in education and training activities.• A training plan has been developed in consultation with the Program Coordinator.• Students are appropriately supervised and engaged.• Active contribution is made to the development of the program including participation in staff training and development.• Associated duties are completed efficiently
Key Result Area 3 – Administration	
Key tasks	Position holder is successful when
<ul style="list-style-type: none">• Ensure the maintenance of relevant medication administration records, case notes and reports on each of the students.• 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.• Ensure that all vehicle log books are signed and dated correctly.• Provide program Research Officer with relevant statistical information on student activities.	<ul style="list-style-type: none">• Appropriate notes are kept for all students in line with required MA and external standards.• Student TEAC files are maintained, with 100% accuracy.• Vehicle log books are completed and accurate.• Accurate statistics of relevant service activities are maintained and communicated.

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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

Competencies

- 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

Experience and Qualifications

- 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

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- Current First Aid Certificate

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Compliance checks required

- Working with Children** ☒
- National Police Check** ☒
- Vulnerable People Check** ☐
- Drivers Licence** ☒
- Covid 19 Vaccination** ☒

Approval

Manager name	Gabriella Holmes	Approval date	30/07/19
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Name:

Signed:

Date: