**POSITION DESCRIPTION**

**Position:** **Instructor Band II**

**Program:** Individual Lifestyle Arrangements

**Award:** Ivanhoe Diamond Valley Disability Services Victoria (Part 1) Collective Agreement 2008

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| **Financial Accountability:** | Responsible for collection, expenditure and reconciliation of approved money to specific programs. |

**Position Objectives:**

Band 2 Instructors are responsible to the Operations Manager through the Assistant Manager to provide a wide variety of quality services that meet the expectations and aspirations of IDV Service Users. The incumbents will fulfill all of the requirements associated with the role, including the development, implementation, monitoring and review of Person Centred Plans on an annual basis.

**Effective date:** TBA

**Review Date** 6 months after date of commencement

**Reports to:** Operations Manager

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| **Organisational Context** |
| Band 2 Instructors are responsible for the delivery of quality programs for IDV service users in accordance with the identified requirements of the PCP. |

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| **Work Environment** |
| The Individual Lifestyle Arrangements program provides high quality community based supports to people of all ages with a disability. The program aims to enrich people’s quality of life through a Person Centred Active Support approach which promotes people’s:* Participation in community activities.
* Relationship building with other people.
* Choice in all aspects of decision-making which affects them.
* Dignity and respect in all aspects of their lives.
* Skills that are developed and utilised in a way which achieves their identified goals
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**Key Responsibilities and Duties**

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| **Core Competencies, Attributes and Capabilities** |
| ***Qualifications*** |

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| Essential:  |
| * Certificate IV in Disability or other tertiary qualification in Disability, Human Services or related field.
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| * Current First Aid Certificate (minimum Level II).
* Current drivers licence
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| ***Knowledge &*** ***Experience*** | * Demonstrated commitment to and use of appropriate ethical standards and behaviours.
* Demonstrate professional and high level liaison skills with Clients, Families/Carers,

community agencies, specialist staff and other services to ensure bets outcomes for Clients.* A clear understanding of Goal and Objective setting in relation to identified service user

needs. * Ability to participate in the evaluations of programs and services for people with disabilities.

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| * Understanding of the ATSS Policies & Mandatory Procedures Manual.
* Knowledge of Disability Act 2006, O H S Act 2004 and Equal Opportunity Act
* A practical understanding and working knowledge of relevant legislation including the Disability Act 2006 and modern service trends in meeting the needs of people with disabilities.
* Experience in developing Person Centred Plans.
* A Degree in Disability, Education or equivalent is highly desirable.
* Wide range of experience in developmental programming and service co-ordination with a clear understanding of goal
* Experience in communicating with people with a disability.

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| * Undergraduate qualifications in Disability Studies
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| * Additional Tertiary qualifications in a Human Services Discipline
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| * A second language.
* Physically able to operate screen based equipment and basic computer

literacy. |

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| **Interpersonal** | Well-developed communication skills: written & verbal* Excellent interpersonal skills with the ability to communicate with management,

employees and stakeholders* Ability to liaise effectively with clients, community groups, other employees and

external agencies.* Ability to negotiate and gain co-operation and support from others in a team environment.
* A commitment to the TEAM concept.
* Ability to exercise judgment and discretion in decision-making.
* Promote and nurture a team culture that has good morale, values diversity and share knowledge and experience through informal and formal coaching/mentoring techniques with colleagues.
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| **Attributes & Capabilities** | * Seeks feedback form supervisor to gauge satisfaction and seeks assistance when required.
* Willingness to participate in training as determined through the Agency Training Plan.
* Able to deal with matters of a confidential and sensitive nature
* Able to work under pressure
* Highly motivated
* Supports and participates in continuous improvement in a rapidly changing environment
* Commitment to promoting a culture that is people oriented, ethical & professional
* Efficient problem solving skills.
* Sound supervisory and organizational skills
* Demonstrated knowledge of the Disability Services Award Part 1 (IDV Enterprise agreement).
* Sees tasks through to completion and works within agreed priorities.
* Able to maintain accurate records and files.
* Commits to achieving quality outcomes for clients.
* Demonstrate positive attitude towards the inclusion of people with disabilities into their local communities.
* Demonstrated ability to excel in a changing environment.
* Ability to plan, schedule and meet agreed deadlines in the completion of tasks.
* The ability to accept change in achieving a common vision for the service.
* Responds in a positive and flexible manner to change. Desire to participate in ongoing professional development.
* An understanding of the value and importance of quality in all that we do.

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| **Computers** | * Sound demonstrable knowledge of MS Outlook, MS
* Office (including Word, Excel, PowerPoint) and
* Internet Explorer.
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* The applicant will be required to become engaged in various off site community based activities.
* Possession of a current drivers license is essential and the opportunity for further driver training may be provided.
* There is a clear expectation to continue professional development and Instructors may be required to participate in further accredited courses.
* Instructors are a valued member of IDV’s team and as such participation in community based service options, community education programs, professional forums and staff development programs is expected.
* The role of Instructor is dynamic and challenging and must be responsive to the changing requirements of the industry and the expectations of Clients, Families the Community and IDV.

**LEVEL OF DIRECTION OR SUPERVISION**

The Operations Manager provides broad functional supervision and direction, and in conjunction with the Assistant Manager participates in the setting of objectives and priorities for all Staff.

Instructors work under the direction of a Co-Ordinator who will act in close consultation with, and report directly to the Assistant Manager on a daily basis.

Instructors may be provided with the opportunity to assume a higher duty role in the absence of the Co-Ordinator or as directed by the Operations Manager and or CEO.

**POSITIONS ROLE**

The primary role of this position is Program Service Delivery.

This position has delegated responsibility for the supervision of a group of clients in a program environment or in an individual service option.

 **Other Relevant Information**

* **Diversity**

IDV Inc is an Equal Opportunity Employer, values diversity and encourages applications from Indigenous people, people with disabilities and culturally and linguistically diverse backgrounds.

* **Agreement/Award Coverage**

This role is covered by IDV Disability Services Victoria (Part 1) Collective Agreement 2008.

* **IDV Inc Employment Safety Screening Requirements**

IDV is committed to selecting people able to provide quality services and a safe working environment to our clients. Accordingly, we have rigorous employment safety screening requirements for all new employees.

All competitive applicants will be required to undergo additional employment safety screening. This involves establishing identity, consenting to a National Police Records check, and verification of claims through referee comments.

* All of our employees are required to comply with the *Staff Code of Conduct IDV Policy.*
* **Privacy Notification**

IDV Inc requires declarations and personal information relevant to your employment. The collection and handling of this information will be consistent with the requirements of the *Information Privacy Act 2000*.

**SALARY AND CONDITIONS**

* Conditions of employment are as per the IDV Disability Services Victoria (Part 1) Collective Agreement 2008
* The employer shall make superannuation payments on behalf of the employee in accordance with the requirements of the Superannuation Guarantee (Administration) Act 1992.
* Salary Packaging in accordance with the IDV’s Salary Packaging Policy will be available

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*Employee Date:*

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*Chief Executive Officer Date:*

**Code of Conduct received and read.**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**