

BURNETT RESPITE SERVICES INC.

“CARINBUNDI”

“Disability Service Workers Award” and “Conditions of the Burnett Respite Services Inc. Enterprise Agreement”

Position Title: **Training Officer**

Position Classification: **Part-time**

Responsible to: **Service Manager**

Position Purpose:

The purpose of the position of Training officer is to oversee the training of staff within the organisation, and ensure that all elements of staff training are delivered to staff in an appropriate manner and at an appropriate time.

Position Function:

- To be responsible for the organisation of ongoing staff training with the purpose of ensuring that staff are appropriately trained for the work they are undertaking and that all training is current;
- To undertake the induction of new staff into the organisation;
- To identify gaps in staff training within the organisation and work in collaboration with the Service Manager and Program Coordinators to provide training opportunities that address these needs;
- To liaise regularly with disability support workers to identify their training goals and to assess that current training methods are meeting their needs;
- To maintain current knowledge of workplace training available for staff in the social services sector;
- To organise staff training in a manner that is conducive to staff attendance, i.e. availability of training across staff rosters, provision of accessible and comfortable training facilities, and manageable blocks of training at one time;
- To ensure that information about training sessions is distributed to all staff in a timely manner;
- To assist in the organisation of training for Carers or clients, if such needs are identified by Program Coordinators or the Service Manager;
- To assist the Service Manager, if required, with any additional duties regarding the organisation’s training program, i.e. development of training policies and procedures, additional funding applications for the purpose of training;

Position Specification:

Minimum Education and / or Qualifications relevant to the position:

- Certificate IV Community Services (Disability)
- Certificate IV Workplace Training & Assessment
- Minimum 5 years experience Disability Support Worker

Specialised or Technical Knowledge Skills and Abilities required to Perform Job Tasks:

- A developed awareness of human rights and the rights of people with disabilities;
- Sound skills in oral and written communication, particularly that appropriate with clients and client families, other staff, and other professionals;
- Thorough knowledge of work activities performed within Burnett Respite Services Inc.;
- Sound knowledge of procedural methods of Burnett Respite Services Inc.;
- Utilisation of professional or specialized knowledge relevant to the position;
- Working knowledge of the guidelines or statutory requirements relevant to Burnett Respite Services Inc.;
- Ability to work with minimal supervision;

Certificates or Licences required:

- Current Queensland Class C: Manual Drivers Licence (original copy to be sighted by Service Manager)
- National Police Check or Blue Card (to be renewed every 2 years at employee's expense)
- Current First Aid and Resuscitation Certificate (to be updated at the employee's expense)

Signatures:

Training Officer

Date:

Service Manager

Date: