

Position Description
Casual Disability Instructor

KARINGAL MISSION

To provide quality services that improve the lives of individuals

Karingal is a not-for-profit community organisation which is committed to providing services that enhance the lives of individuals. Our team takes pride in proactively supporting people with disabilities, disadvantages and those who are aged, to live full and active lives. We have services in Metropolitan and Regional areas throughout Victoria.

Division Specific

Through partnerships with people with a disability, their families and the community, Karingal Community Living creates opportunities and choices that inspire and enable the achievement of personal goals.

Branch Specific

Participate is a branch of Karingal Community Living offering day programs and activities to people with a disability. These programs offer support and choice to people with a disability in relation to leisure and recreational activities, education, adventure and employment.

Position Specifics

Position objective:	To provide high quality community based and individualised day services that support and promote community inclusion for people with a disability.
Reports To:	Site Coordinator Development Manager
Division:	Karingal Community Living
Branch:	Participate
Primary Location:	Casual Instructor opportunities are currently available in both the Barwon and Colac regions.
Employment status (F/T, P/T):	Casual
Probation:	6 months
Classification & conditions:	Karingal Day Services Collective Agreement
Remuneration:	Above award as per Agreement Schedule- level commensurate with experience, qualifications and role responsibilities. Superannuation is paid at 9%.

Position Responsibilities & Duties

General Responsibilities

- Supporting clients within the framework of active support and self directed services.
- Facilitating activities that are well organised, interesting and promote community participation and inclusion.
- Providing personal care within the framework of OHS, the privacy act and the principles of maintaining human dignity.
- Communicating with clients in ways that they can understand and that promote independent communication.
- Client behaviour support
- Contributing to a good team environment by maintaining positive communication with management, coordinators and other staff
- Administration as advised.

Position Specific

- Apply all OH&S requirements. Identify and report potential and actual hazardous situations to facilitate their investigation and resolution; assist in keeping the work space clean and tidy; work in a manner that does not endanger self or other members of staff.
- Meet the expectations and requirements of clients and establish and maintain effective relationships with clients. Respond respectfully to client requests and inquiries.
- Relate well to all kinds of people. Listen well and use diplomacy and tact in dealings with people.
- Be adaptable and open to new ideas and readily tackle new challenges. Accept changed priorities without undue discomfort and recognise the merits of different options and act appropriately.
- Accept direction and supervision from the Site Coordinator and/ or Development Manager and be able to work to a specified Person-Centered Plan for the benefit of clients.
- Demonstrate a commitment to the enrichment and development of the lives of people who have a disability.
- Provide support to clients to participate as fully as possible in community activities.
- Where required, to assist clients in undertaking a range of activities of daily living including personal and self-care, eating and maintenance of personal hygiene, during program time.
- Undertake the role with respect and acknowledgment of the clients' abilities and strengths.
- Provide clients with opportunities for personal growth and skill development.
- Perform work with professional integrity and ensure the privacy and confidentiality of client information.

Documentation

- Person Centred plans.
- Incident reports.
- OHS reports.
- Maintenance of program member files including file notes.
- Other documentation and report writing as required.
- Time sheets and payroll documentation.

Communication and Teamwork

- Communicate relevant information to management, staff, program members, families and carers.
- Provide relevant information for leadership team meetings and one off projects.
- Provide information as required.
- Positively contribute to team meetings and continuous improvement initiatives.

Professional Development

- Participate in mandatory branch training and meetings as required.
- Identify additional professional development required to progress in this position.
- Completion of annual performance review and formal catch ups when required.

Other duties as directed by manager or supervisor**Measurable Results & Outcomes****Client Service:**

- Successfully build rapport with clients, supporting them to achieve personal growth whilst displaying sensitivity to the clients abilities and strengths
- Evidence that supports are effectively delivered and reviewed in accordance with agreed support plans, with verifiable application of the principles of active support approach
- Appropriate communication tools and skills are used to communicate with clients and to assist clients to communicate.
- Activities are facilitated in an interesting and well organised manner.
- Clients are encouraged and given the opportunity to makes choices in their daily lives and within their activities
- Clients are given the opportunity and are encouraged to complete tasks for themselves at their level of ability

Customer Service:

- Provision of excellent customer service to all internal and external stakeholders including approachability, empathy, and responsiveness as gauged by feedback and observation.

Records and Reporting:

- Accurate and timely completion of client related administration/documentation tasks as directed; observation, document/reporting accuracy and timeliness.
- Evidence of timely and accurate incident (OHS or client related concerns) to coordinators as per policies
- Client needs and interests and achievements are communicated to the relevant Development manager and Coordinator so that activities developed best meet the needs and interests of clients.

Compliance:

- Compliance with relevant procedures and objectives; results of internal and external audits and reviews; and, observation and feedback. Compliance with all relevant policies, procedures, work instructions and support plans

Team work and communication:

- Positive contribution to the Participate Team; feedback, observation, participation in team meetings.
- Evidence of attendance and worthwhile participation at relevant meetings and training
- A good team spirit and culture is developed by use of positive communication strategies. Issues, concerns, suggestions and new ideas are communicated to the relevant Coordinator and/or Development Manager.

Performance of general position responsibilities to a high standard

- Exhibits characteristics of reliability, punctuality and professionalism in all work related tasks

Key Selection Criteria & Skills/Attributes**Essential:**

- Certificate 4 in Community Services (disability) or equivalent
- First Aid Level 4
- Full Victorian Drivers licence
- Previous experience in the disability sector or a related sector
- Successful completion of a police check
- Excellent communication skills

Application Details**Application instructions:**

Please send applications including cover letter addressing key selection criteria and current resume, complete with 3 relevant referees, to Karingal via email or post as below. Late applications will not be accepted.

Email:

jobs@karingal.org.au

Postal address:

ATT: Robyn Powell
285a McKillop St
East Geelong, 3219

Contact person:

Robyn Powell
(03) 5249-6114

Closing date:

Wednesday 15th September, 2010

“Karingal is an Equal Opportunity Employer; values diversity and encourages applications from Indigenous people, people with disabilities and people from culturally and linguistically diverse backgrounds”.

Please visit our website for more information: www.karingal.org.au