

Position Description

OVERVIEW	
Title	Educator
Department	Core Services
Reports To	Campus Coordinator
Location	Glenroy
Award and Classification	Onemda Association Disability Services Victoria (Part 1) Collective Agreement 2008 – Band II Instructor
Date Prepared	March 2022

PURPOSE

This role is responsible for providing high quality programs and support in response to the needs and interests of participants.

PARAMETERS

Key Internal Stakeholders	Campus Coordinators, Group Services Manager, Executive Management, Group Services Team, Administration
Key External Stakeholders	Participants, participants' families and carers, community members, work-related bodies and other service providers

QUALIFICATIONS AND REGISTRATIONS

- Relevant Tertiary Qualification
- Current Drivers' Licence
- NDIS Workers Screening Check
- Working with Children's Check

KNOWLEDGE AND EXPERIENCE

- Significant experience working with adults with intellectual disabilities, preferably including people with complex needs
- Developing and delivering programs that are outcome focused and meet participant goals and aspirations
- Conducting program risk assessments to ensure the safe delivery planned activities.
- Mentoring and enabling Educator Supports to deliver high quality programs safely and effectively.
- Supporting participants to engage in recreational and learning programs.
- Ensuring the well-being and safety of participants, and exercising duty of care to participants, staff and members of the community.

CORE SKILLS

Specialist Skills and Knowledge

- Ability to develop and maintain effective communication
- Strong written communication skills to maintain, review and update care plans and program writing
- Ability to exercise sound judgement and independent decision making relating to participants needs, their wellbeing and their programs
- Strong organisational and time management skills
- Sound knowledge of procedural and legislative guidelines
- Ability to work in a team environment and autonomously

Interpersonal Skills

- High level of interpersonal and communication skills (both written and verbal), including an ability to represent and negotiate on behalf of the organisation
- Ability to work collaboratively across all areas of the organisation
- Demonstrated ability to communicate effectively with persons with a disability, staff and advocates

MUTUAL COMMITMENTS

Equal Opportunity. Onemda is committed to being an equal opportunity employer, aiming to provide every employee with fair access to all workplace opportunities and benefits. In return, employees will treat each other fairly, without discrimination.

Diversity. Onemda welcomes and embraces diversity through providing safe, positive and nurturing environment which celebrates the rich dimensions and contributions of diversity contained within each individual.

Safety Screening. An offer of employment cannot be confirmed until the safety screening requirements have been conducted, assessed and clearance has been given.

The safety screening process incorporates the completion of the following:

- Criminal history check (crimcheck.org.au)
- Reference check (including, but not limited to, disciplinary action disclosure, confirmation of qualifications and training and an understanding of appropriate behaviors)
- Disability Worker Exclusion Scheme (DWES) check

Safeguards: Vulnerable people have the right to be and feel safe. Onemda has zero tolerance for any form of abuse.

KEY PERFORMANCE AREA	ACTIVITIES AND RESPONSIBILITIES
Participant Support	<ul style="list-style-type: none"> • Liaise with participants and their families/carers in the preparation of Care/medical Plans and ensure these are reviewed regularly. • Prepare and present plans in a professional manner • Work cooperatively with participants and all relevant persons involved and maintain effective communication in line with participants needs • Ensure the wellbeing always and safety of all participants • Identify and address the needs of participants including physical, intellectual, emotional, social and cultural affinity • Promote participant decision making using appropriate communication methods • Assist transport staff and families with the safe arrival and departure of participants on service vehicles including supervision of participants • Manage participants program money in a responsible manner, maintaining appropriate records of expenditure • Continually monitor, review and update participants care plans to ensure high quality and individually focused outcomes • Administer medication (where required) and carry out specific personal care requirements in a responsible and safe manner adhering to Onemda's Policies and Procedures • Maintain and update medical management forms • Liaise with participants to track daily engagement and participation using the appropriate evaluation tools. • Facilitate annual Planning meetings with families, carers and other relevant support networks to ensure participants have the opportunity to discuss programs they like and voice any changes they would like to happen.
Program Management	<ul style="list-style-type: none"> • Liaise with Campus Coordinators and Group Services manager in the planning, implementation and monitoring of a range of programs and supports designed to meet participants needs and ensure their safety. • Regularly liaise with Educator Supports to ensure they are following program plans and have adequate resources needed to deliver high quality programs. • Guide and mentor Educator supports to deliver programs to a high standard. • Maintain comprehensive records for programs, including aims, objectives, program procedures and daily evaluation of individual progress and participation. • Ensure program plans are linked to relevant resources, websites, worksheets etc • Ensure program plans are clearly written and can be understood by other team members. • Ensure contingency plans are in place for continuity of program delivery in your absence. • Complete risk assessments against all activities to ensure safe program delivery. • Advise Campus coordinators and Group Services manager of any alterations to the agreed timetable and report on participants progress and suitability of programs • Liaise with other team members including Educator Supports to ensure effective and innovative program outcomes are maintained • Implement and support recommendations from Therapy staff to ensure programs and support services meet the identified needs of participants • Liaise with Campus coordinators and Group Services manager to develop and expand program directions and diversity, utilising onsite resources and community-based options

KEY PERFORMANCE AREA	ACTIVITIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Conduct programs that support the objectives of each participant's Care Plan.
Community Participation	<ul style="list-style-type: none"> • Support and encourage participation in community life and to foster positive community attitudes towards people with disabilities • Support the development and maintenance of skills which enable more independent community participation] • Monitor and support the safe involvement of participants in community based activity exercising a duty of care to both the individual and members of the community • Accurately record staff attendance, client groupings, destination, time allocation and vehicle use for all community access programs • Liaise with Campus coordinators and actively seek opportunities for community relationships in order to increase possible options for individual participation e.g. involvement with sporting clubs, work experience or volunteering
Team Support	<ul style="list-style-type: none"> • Work cooperatively and actively as a team member • Participate in regular team meetings to review and evaluate the meeting of participants needs, program outcomes, team procedures and task allocation to ensure efficient and fair work practices are maintained, and NDIS practice guidelines are adhered to • Inform the Campus coordinator of issues or concerns that may impact on the effective operation of the team •
Duty of Care	<ul style="list-style-type: none"> • Immediately report to the Campus coordinators and Group Services manager any accident or incident involving injury or potential danger to staff and/or participants and accurately record such incidents according to the required procedures • Keep up to date and informed of all needs of participants, including their medical, physical and behavioural support needs and provide care/services according to agreed strategies, which uphold the dignity and respect of all individuals in Onemda's care • Administer medication according to Onemda's Policies and Procedures • Ensure safe, clean and hygienic practices are adhered to according to Onemda's policies and procedures at all times • Provide adequate supervision and engagement of participants in your care • Ensure you have completed all mandatory training required to safely care for all participants under your supervision
Compliance and Legislative Frameworks	<ul style="list-style-type: none"> • Have a thorough understanding of all relevant compliance and legislative frameworks. • Embed Onemda's compliance and legislative frameworks into practice.
General Areas of Responsibility	<ul style="list-style-type: none"> • Monthly management reporting. • Collaborate with other service leaders and promote continuous improvement • Ensure programs are structured to maximise the achievement of participant outcomes. • Track and analyse all aspects of service delivery and seek to align to best practice, ensuring consistency across campuses. • Promote an environment focused on innovation, quality, responsiveness, and best practice • Attend to other duties as reasonably directed

KEY PERFORMANCE AREA	ACTIVITIES AND RESPONSIBILITIES
Culture	<ul style="list-style-type: none"> • Consistently demonstrate the Onemda Values – leadership, development, respect, welcoming, caring and supportive. • Ensure Onemda’s service provision is in accordance with the principles of social justice and with respect for the dignity and human rights of all persons. • Uphold the positive culture of Onemda and identify and address any risks to the reputation, caring culture and ethical standing of the organisation. • Adhere to the principles of The Victorian Charter of Human Rights 2006.
Workplace Health and Safety	<ul style="list-style-type: none"> • Work in a safe manner and adhere to safety instructions as outlined in the Onemda Association’s Policy and Procedure Manual and Emergency Management Plan. • Participate in regular safety checks, including fire drills and contribute to the evaluation and review of such procedures. • Remain competent, physically able and informed in safe manual handling procedures. • Use program areas, vehicles, equipment and program materials in a responsible and careful manner. An employee must not intentionally or recklessly interfere with, or abuse anything provided at the workplace.
Other Activities	Other activities and projects as reasonably directed.