

# Position Description

OVERVIEW	
Title	Educator Support
Department	Core Services
Reports To	Campus Coordinator
Location	Doncaster East
Award and Classification	Onemda Association Disability Services Victoria (Part 1) Collective Agreement 2008 – Band II Instructor

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, Families and Carers, Community Members, Work-related bodies and NDIS Service Providers
QUALIFICATIONS AND REGISTRATIONS	
<ul style="list-style-type: none"> <li>• Relevant Certificate III or above</li> <li>• Current Drivers' Licence</li> <li>• NDIS Workers Screening Check</li> <li>• Working with Children's Check</li> </ul>	
KNOWLEDGE AND EXPERIENCE	
<ul style="list-style-type: none"> <li>• 2 – 3 years (preferred) experience working with adults with intellectual disabilities, preferably including people with complex needs</li> <li>• Contributing to the development and delivery of programs that are outcome-focused and meet participant goals and aspirations</li> <li>• Supporting participants to engage in recreational and learning programs</li> <li>• Ensuring the well-being and safety of participants, and exercising duty of care to participants, other staff and members of the community</li> <li>• Monitoring and supporting the safe involvement of participants in community-based activities</li> </ul>	

- Working cooperatively and maintaining effective communication in a manner appropriate to participant needs

## 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](http://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
<b>Participant Support</b>	<ul style="list-style-type: none"> <li>• Daily liaisons with participants and their families/carers about how the participants day was.</li> <li>• Work cooperatively with participants and all relevant persons</li> <li>• Maintain effective communication in line with participants' needs</li> <li>• Always ensure the wellbeing and safety of all participants</li> <li>• Identify and address the needs of participants including physical, intellectual, emotional, social, and cultural affinity</li> <li>• Promote participant decision making using appropriate communication methods</li> <li>• Assist transport staff and families with the safe arrival and departure of participants on service vehicles including supervision of participants</li> <li>• Administer medication (where required) and carry out specific personal care requirements in a responsible and safe manner adhering to Onemda's Policies and Procedures</li> <li>• Liaise with participants to track daily engagement and participation using the appropriate evaluation tools.</li> </ul>
<b>Program Delivery</b>	<ul style="list-style-type: none"> <li>• Deliver a range of programs designed by Educators to meet participants needs &amp; goals and follow program plans set by Educators to deliver high quality programs.</li> <li>• Work closely with Educators to ensure you are prepared for upcoming program delivery</li> <li>• Work with the Educator to ensure you have adequate tools and resources required to deliver the program.</li> <li>• Make recommendations for improved program quality.</li> <li>• Report on participants progress and suitability of programs</li> <li>• Liaise with other team members to ensure effective and innovative program outcomes are maintained</li> <li>• Implement and support recommendations from therapy staff to ensure programs and support services meet the identified needs of participants</li> <li>• Liaise with Campus coordinators and Group services manager to develop and expand program directions and diversity, utilising onsite resources and community-based options</li> <li>• Follow program plans developed by Educators and, deliver programs that support the objectives of each participant's Care Plan.</li> </ul>
<b>Community Participation</b>	<ul style="list-style-type: none"> <li>• Delivery as per the educators.</li> <li>• Support and encourage participation in community life and to foster positive community attitudes towards people with disabilities</li> <li>• Support the development and maintenance of skills which enable more independent community participation</li> <li>• 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</li> <li>• Accurately record staff attendance, client groupings, destination, time allocation and vehicle use for all community access programs</li> <li>• Liaise with Campus coordinators and actively seek opportunities for community relationships in order to increase possible options for individual participation eg involvement with sporting clubs, work experience or volunteering</li> </ul>
<b>Team Support</b>	<ul style="list-style-type: none"> <li>• Work cooperatively and actively as a team member</li> <li>• 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 standards adhered to</li> </ul>

KEY PERFORMANCE AREA	ACTIVITIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>• Inform the Campus coordinator of issues or concerns that may impact on the effective operation of the team</li> </ul>
<b>Duty of Care</b>	<ul style="list-style-type: none"> <li>• Immediately report to the Campus coordinator and 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</li> <li>• 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</li> <li>• Administer medication according to Onemda's Policies and Procedures</li> <li>• Ensure safe, clean and hygienic practices are adhered to according to Onemda's policies and procedures at all times</li> <li>• Provide adequate supervision and engagement of participants in your care</li> <li>• Ensure you have completed all mandatory training required to safely care for all participants under your supervision</li> </ul>
Compliance and Legislative Frameworks	<ul style="list-style-type: none"> <li>• Have a thorough understanding of all relevant compliance and legislative frameworks.</li> <li>• Embed Onemda's compliance and legislative frameworks into practice.</li> </ul>
General Areas of Responsibility	<ul style="list-style-type: none"> <li>• Monthly management reporting.</li> <li>• Collaborate with other service leaders and promote continuous improvement</li> <li>• Ensure programs are structured to maximise the achievement of participant outcomes.</li> <li>• Track and analyse all aspects of service delivery and seek to align to best practice, ensuring consistency across campuses.</li> <li>• Promote an environment focused on innovation, quality, responsiveness and best practice</li> <li>• Attend to other duties as reasonably directed</li> </ul>
Culture	<ul style="list-style-type: none"> <li>• Consistently demonstrate the Onemda Values – leadership, development, respect, welcoming, caring and supportive.</li> <li>• 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.</li> <li>• Uphold the positive culture of Onemda and identify and address any risks to the reputation, caring culture and ethical standing of the organisation.</li> <li>• Adhere to the principles of The Victorian Charter of Human Rights 2006.</li> </ul>

KEY PERFORMANCE AREA	ACTIVITIES AND RESPONSIBILITIES
Workplace Health and Safety	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Participate in regular safety checks, including fire drills and contribute to the evaluation and review of such procedures.</li> <li>• Remain competent, physically able and informed in safe manual handling procedures.</li> <li>• 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.</li> </ul>
Other Activities	Other activities and projects as reasonably directed.