

POSITION OVERVIEW

Trainer – CREATE Youth Part time contract position

Position Purpose:

This position is within the CREATE Training department which has a strong focus on meeting the needs of the community with regard to Training and Education services. The role of Trainer – CREATE Youth is responsible for the provision of effective delivery of high quality training including the development of innovative training materials and positive behavioural support for young people with a disability.

Conduct of this role is to be within the context of:

- CREATE Mission, Commitment, Values, and Culture;
- CREATE policy & operational procedures;
- CREATE Code of conduct and Code of practice; and
- CREATE Personal standards criteria;

Principal Accountabilities:

Accountable to the Team Leader – Youth for:

- 1) Providing training and assessment which meets the educational, social and employment needs of students through the delivery of innovative, engaging and high quality training materials;
- 2) Identifying barriers to learning and implement individual strategies to assist students to overcome these barriers;
- 3) To be abreast of educational networks and resources that would benefit youth at risk;
- 4) Establishing and maintaining positive and professional relationships with CREATE Youth students;
- 5) Identifying resource needs required to deliver high quality training and outcomes; and
- 6) Establish and maintain good working relationships with CEO, Managers and Team Leaders, CREATE Training staff and all CREATE staff and clients.

Typical Duties

- 1) Undertake training sessions for CREATE Youth students (Youth Access Program);
- 2) Prepare high quality materials to assist in the delivery of training to CREATE Youth students;
- 3) Maintain documentation of student participation, lesson plans, assessments and copies of items submitted by students, in accordance with standards set by the Australian Quality Training Framework (AQTF);
- 4) Provide relevant information concerning student behaviour and issues to other CREATE Youth staff; and;
- 5) Be an active team member of the Training department and attend staff meetings as directed.

KEY POSITION CRITERIA

Essential to this position:

- 1) Relevant qualification(s) and experience;
- 2) Sound understanding of educational issues confronting young people;
- 3) High level of interpersonal skills including the ability to listen and negotiate with a variety of people;
- 4) Strong commitment to supporting young people to achieve their educational goals;
- 5) Ability to problem solve with creativity and initiative;
- 6) Ability to set priorities and effectively plan and organise work independently;
- 7) Ability to work as part of a team; and
- 8) High level of computer literacy skills.

Also essential to all CREATE employees is a high level of personal standards including:

- personal presentation;
- work attitude, commitment and dedication;
- professionalism; and
- work relationships with peers, senior management and all other staff;

SUPPORT

This position will be resourced and supported by:

- open door access and regular supervision/support meetings with Team Leader – CREATE Youth
- CREATE Training department meetings and all of organisation staff meetings and activities;
- professional development opportunities; and
- access to the Chief Executive Officer via department manager if required.

PERFORMANCE

Annual performance and achievement reviews are assessed against:

- Position overview;
- Key position criteria;
- Specific objectives as set with the Manager; and
- Comprehensive reporting of core functions.

CONDITIONS OF EMPLOYMENT

Position Title

Trainer
CREATE Youth

Classification

Part time contract

Contract period

From: January/February 2010
To: 23 December 2010

This position is an 11-12 month contract position following a successful three month probation review AND **provisional** upon appropriate funding levels.

Hours of work

10 hours per week (20hrs per fortnight) within normal business hours or as agreed.

CREATE Business Hours:

8.30am – 5.00pm Monday to Thursday

8.30am – 3.00pm Friday

Salary

Annual Gross Salary range is \$35,807 - \$41,391 (pro rata) depending on skills and experience.

Salary is paid fortnightly, directly into employee bank account. Salary packaging is available within CREATE (Geelong) Inc guidelines from employment start date.

Vehicle

No Vehicle is provided in resourcing this position however pooled vehicles may be available for business travel where required.

Entitlements & conditions

Entitlements and conditions as specified within the Labour Market Assistance Industry Award 2010 and relevant government legislation.

Location

CREATE conducts business at North Geelong, Norlane, Rodney Road and Wyndham. The primary location for this position is based at CREATE Youth Norlane.

Responsible to

Team Leader – CREATE Youth

Variations

Employment variations and changes by exception must be agreed, authorised by the the Chief Executive Officer and documented within relevant confidential employee file.

Delegated authority

The level of delegated authority is that required to fullfill areas of designated responsibility and as per CREATE

delegation of authority policies and procedures or CEO authorised delegation by exception.

Termination

Employment termination by either employee or employer must be as per the conditions of the Labour Market Assistance Industry Award 2010 and relevant government legislation.

Confidentiality

All confidential records, documents and other papers, together with any copies or extracts thereof and/or intellectual property, made or acquired by you in the course of your employment shall be the property of the organisation and must be returned to CREATE on the finalisation of your employment.

All CREATE staff members are required to sign a Confidentiality Agreement upon commencement of their employment.

MANDATORY

Mandatory to this position:

1. Provision of certified transcripts of academic record and statement(s) of relevant professional experience and training;
2. Curriculum vitae beginning with most current employment particulars;
3. Statement addressing key selection criteria;
4. Three current referees;
5. Satisfactory police check;
6. Working with children check; and
7. Current Driver's Licence.

POSITION APPLICATION

Applications for this position to be marked CONFIDENTIAL and forwarded to:

The Chief Executive Officer
CREATE (Geelong) Inc
PO Box 146, CORIO VIC 3214
e. headoffice@creategeelong.com
p. 03 5240 2100
f. 03 5277 1795

<http://www.creategeelong.com>

CREATE Organisational Structure

ASSOCIATION MEMBERSHIP

