**POSITION DESCRIPTION:**

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| **Position title:** | Community Facilitator |
| **Status:** | Part Time/Casual |
| **Location:** | Bendigo or Mildura |
| **Classification level:** | SACS Level 2 |
| **Award** | Social, Community, Home Care and Disability Services Industry Award 2010 |
| **Reporting to:** | Direct Support Team Leader |
| **Date Approved:** | December 2022 |

# WORKING ENVIRONMENT

### Code of Conduct

All employees must abide by the Organisational Code of Conduct.

### Occupational Health and Safety:

As an employee, you must be aware of and comply with requirements of the relevant Workplace Health and Safety legislation and associated regulations. This includes taking responsibility for your own health and safety and that of others in the workplace and complying with the Organisations occupational health and safety policies and procedures.

### Performance Review:

A Performance Review will be conducted using the Organisations Performance Management Process.

# POSITION SUMMARY

An employee at this level provides direct care assistance for participants of the organisation.

# POSITION OBJECTIVES

1. Facilitation of participant Individual Plans;
2. Facilitation of high-quality participant driven community based support and recreation to support participants to reach their full potential as a valued and active community member;
3. To undertake duties in a self-motivated and professional manner;
4. To make a positive contribution to the wellbeing and development of participants of the organisation; and
5. To uphold Lifely’s mission, values, practices and philosophies.

# LEVEL OF RESPONSIBILITY

This position is directly responsible to their immediate supervisor for all aspects of service delivery and organisational management whilst at work. The performance of this position is subject to general direction by the immediate supervisor of the relevant program in which the employee is working. The employee is required to undertake a range of activities requiring the application of established work procedures and may exercise limited initiative or judgment within clearly established procedures and guidelines.

# SUPERVISION

An employee at this level works under general guidance and operates within established routines, methods, standards and procedures and is responsible for managing time, planning and organising their own work.

# KEY TASKS AND DUTIES *(including Key Performance Indicators)*

1. Provide community based, participant directed facilitation and support, which may include personal care tasks and transport as and when required.
2. Individual privacy and dignity will be maintained at all times.
3. To ensure that participants are central in service planning, provision and decision-making in accordance with their Individual Plan/goals by empowering participants to access local community facilities, groups and networks.
4. To ensure the health and safety of participants and other parties at all times.
5. To ensure confidentiality of participant and Lifely information.
6. To complete Session Reporting Sheets following individual participant sessions.
7. To attend and complete relevant training and meetings as required.
8. Clear and concise communication with participants, carers, coordinators and other parties as needed, including phone calls, email, SMS/text messaging etc as required.
9. Completion of applicable paperwork via technology such as smart phones in a clear and concise manner.
10. Other duties as required within the scope of the role.

*Key Performance Indicators*

* Participant focus - Assist participants with support in meeting the objectives stated in their care plans aligning with their NDIS goals
* Professionalism - Uphold the reputation of Lifely in the community and abide by its policies and procedures
* Self-discipline - Undertake training and professional development as required and self-monitor necessary compliance (eg First Aid)
* Analytical - Demonstrated ability to identify and assess risks when working with participants
* Communication – demonstrated ability to communicate in a clear, concise, constructive and timely manner.

# QUALIFICATIONS

* An appropriate certificate relevant to the work required to be performed; or
* Previous experience in a relevant industry, service or an equivalent level of expertise and experience to undertake the range of activities required; or
* Appropriate on-the-job training and relevant experience

# OTHER REQUIREMENTS (MANDATORY)

* Working with Children Clearance as per state requirements.
* NDIS Worker Screening Clearance
* Current Level 2 First Aid Certificate and CPR component
* A current Victorian driver’s license
* A motor vehicle, which is comprehensively insured. (A copy of your current insurance policy and driver’s license is required to be submitted at the time of recruitment and annually from then on and when changes occur).
* Ability to use technology including but not limited to smart phones.
* Requirement to work within Australia (if on VISA)

# SELECTION CRITERIA (COVER LETTER)

Outline of experience including the dot points below as part of the cover letter provided as part of your application:

1. Experience facilitating individual participant goals within the boundaries of person-centered philosophy.
2. Proven experience maintaining duty of care and professional boundaries.
3. Ability to identify and manage risks and problem solve.
4. Excellent communication and report writing.

# SIGNATURES

**Signed for and on behalf of the Organisation:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Signature: |  |
| Position: |  | Date: |  |

**The Employee:**

I acknowledge that my duties and responsibilities are as outlined in this position description. I further acknowledge that my duties may be varied from time to time.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Signature: |  |
| Position: |  | Date: |  |