



## ADE Skills Trainer – Casual

Thank you for your interest in this position. A current position description and selection criteria follows.

If you require further information about the position, please contact **Guyline O'Donoghue** on 08 6169 1127.

For more information about Intelife visit our website at [www.intelife.org](http://www.intelife.org)

Please send your completed a covering letter stating your interest in working at Intelife, a statement of claims addressing the selection criteria and resume to [jobs@intelife.org](mailto:jobs@intelife.org) with the position title in the subject line.

**Closing date for applications is:**

**31 December 2017**

**Important: Please ensure you have read the application requirements before applying for a position at Intelife. Applications that do not meet the application requirements will not be considered.**

**Intelife Group thank you for your interest in our organisation, unfortunately due to the volume of applications received only shortlisted applicants will be contacted.**



## Position Description

### ADE Skills Trainer

#### Employment Status

Casual – Balcatta and Welshpool

#### Hours

varied

#### Award and Classification

Supported Employment Services Award  
Level 5 Pay Grade 1

#### Date of Issue

13/02/2017

#### Review

To be reviewed annually by Human Resources in consultation with Program Management

#### Job purpose

An Intelife **ADE Skills Trainer** provide on the job support and training for people with disability and mental health issues. We are providing employment by obtaining contract services from a range of government and non-government organisations.

**One focus. One culture. One community. One Intelife**

## Job Description Form ADE Skills Trainer

Job Title	ADE Skills Trainer
Program	ADE
Reporting To	ADE Operations Coordinator
Direct Reports	Not applicable
Awards	Supported Employee Services Award 2010
Classification	Grade 5 Pay Point 1 - 3

### Position Statement

The role of the ADE Skills Trainer is to:

- Train and support people with disabilities to work in a supported employment environment.

The objectives of the ADE Skills Trainer are to:

- Provide job training for supported employees on an individual needs basis
- To meet the contract requirements of commercial customers
- To work with Supported Employees to contribute in the community

Responsibilities	Key Tasks / Accountabilities	Performance Measures
Operational	<ul style="list-style-type: none"> <li>• Familiarise self with the Supported Employee's skills, needs, strengths, aspirations, interest and disabilities and the nature of support required transport of supported employees.</li> <li>• Under the direction of the Support Coordinator assist in development of the Employment Assistance Plan in conjunction with key parties.</li> <li>• Assist in the review and/or modifications of the EAP.</li> <li>• Monitor, evaluate and document the individual's performance on the job record and upload on IComs.</li> <li>• Assist Supported Employees to participate in training programs consistent with individualised goals developed in the EAP.</li> </ul>	<ul style="list-style-type: none"> <li>• Supported Employee job training is meeting the Individual Plan.</li> <li>• reports submitted on time.</li> <li>• Positive feedback received from all stakeholders.</li> </ul>
Commercial contracts requirement	<ul style="list-style-type: none"> <li>• Match the tasks required for the contract with the skills set of employees and allocate tasks as such.</li> <li>• Support and assist supported employees to perform job tasks to the required standard.</li> </ul> <p>Record production information as</p>	<ul style="list-style-type: none"> <li>• All customer contract expectations are met in full and on time.</li> <li>• Supported employees are able to perform tasks to the required level.</li> <li>• Supported employees are assessed as ready to participate in work crews providing commercial</li> </ul>

	<p>required to ensure prompt contract payments are processed.</p>	<p>outcomes.</p> <ul style="list-style-type: none"> <li>• All relevant supported employee records are up to date and accurately</li> </ul>
Job Training	<ul style="list-style-type: none"> <li>• Familiarise self with the duties required to undertake each commercial contract.</li> <li>• Develop and implement on the job training as required in conjunction with Operations Coordinator and Support Coordinator.</li> <li>• Develop and implement job readiness training as required.</li> <li>• Facilitate social relationships with the workplace.</li> <li>• Monitor, evaluate and document the client's performance on the job and record the information on icoms.</li> <li>• Escalate any concerns to Operations Coordinator and Support Coordinator.</li> </ul>	<ul style="list-style-type: none"> <li>• Supported employees are able to perform tasks to the required level.</li> </ul>
Transport	<ul style="list-style-type: none"> <li>• Provide assistance to Supported Employee's to access public transport.</li> <li>• Provide private transport for supported employees as per transport roster.</li> </ul>	<ul style="list-style-type: none"> <li>• Supported employees are competent users of public transport if able.</li> <li>• Supported employees arrive to the workplace on time</li> </ul>
Personal care	<ul style="list-style-type: none"> <li>• Familiarize self with Supported employee personal care requirements.</li> <li>• Provide assistance and instruction to the Supported Employees to develop personal care skills</li> </ul>	<p>Supported Employee's personal care needs are met and client's dignity is upheld</p>
Occupational Safety and Health	<ul style="list-style-type: none"> <li>• Comply with Occupational Safety &amp; Health legislation and the OSH policies of Intelife.</li> <li>• Comply with the relevant legislation and Intelife procedure.</li> </ul>	<ul style="list-style-type: none"> <li>• Work within the boundaries of Intelife's OSH principles and practices</li> <li>• Meet legal requirements</li> <li>• Dress code adhered to</li> <li>• Use of correct PPE</li> <li>• Incident reports</li> </ul>
Quality Assurance and Risk	<ul style="list-style-type: none"> <li>• Identify and manage risk</li> <li>• Complete risk assessments and safety documents.</li> </ul>	<ul style="list-style-type: none"> <li>• No non-conformance within audits</li> <li>• Positive customer feedback</li> <li>• No loss of current contracts</li> <li>• Known risks are assessed and mitigated</li> <li>• Incident reports</li> </ul>
Organisational	<ul style="list-style-type: none"> <li>• Demonstrate commitment to and understanding of Intelife's Vision, Mission and Values; and comply with Intelife Policies and Procedures</li> <li>• Provide timely feedback on any issues or concerns raised by customers or customers staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback in staff survey and from peers during annual appraisals</li> <li>• Feedback received from stakeholders</li> <li>• Mandatory training completed within specified timeframe</li> <li>• Professionally and positively</li> </ul>

	<ul style="list-style-type: none"> <li>• Foster positive and professional relationships both within the ADE program and across the Organisation</li> <li>• Professionally represent Intelife to the highest level whilst in the community</li> <li>• Complete training and development as required.</li> </ul>	<ul style="list-style-type: none"> <li>represent Intelife in the community.</li> <li>• Professional development completed.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Other duties as directed by the ADE Operations Coordinator.</li> </ul>	<ul style="list-style-type: none"> <li>• Tasks and duties completed accurately and within set timeframes as requested.</li> </ul>

## Selection criteria:

### Essential

- Demonstrated experience in training, cleaning, gardening or horticulture depending of the contract requirement.
- Demonstrated ability to work as part of a team to ensure customer satisfaction and quality outcomes.
- Demonstrated ability to comply with government and organisational regulations, policies and procedures.
- Demonstrated ability and commitment to a safe working environment.
- Understanding and commitment to Intelife values.
- Demonstrated competent communication and interpersonal skills.
- Demonstrated time management and organisational skills.
- Ability to work unsupervised and use initiative.
- Willingness and ability to work with and support workers with a disability.
- Willingness to undergo training.
- Current WA Drivers Licence.
- Satisfactory Police Clearance.
- Completion of a VEVO check if applicable.
- Willingness to undergo further personal background checks as required by contracts.
- Willingness to undertake pre-employment medical and drug & alcohol assessment.
- Provide two current professional references.
- Demonstration of strong commitment to Intelife Vision, Mission and Values.

### Desirable

- First Aid Certificate
- Certificate III or IV in Disabilities
- Qualification in horticulture, gardening and ground maintenance
- Experience working with people to disability

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