



## CADS TRAINEE

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### POSITION DESCRIPTION

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<b>Service:</b>	Carer, Aged and Disability Services
<b>Programs:</b>	Interchange, Support for Carers and Support Options
<b>Position Title:</b>	Carer, Aged and Disability Trainee
<b>Location:</b>	Nordsvan Drive office but from time to time may be required to work at other UMFC sites, or in the community and client homes.
<b>Award</b>	Social, Community, Home Care and Disability Services Industry Award 2010
<b>Classification:</b>	Social and Community Services Employee
<b>Level:</b>	Year 12 School Leaver Trainee
<b>Travel:</b>	Travel on a day-to-day basis may be required using a fleet vehicle.

***UMFC is a Child Safe organisation and is committed to child safety. We want children to be safe, happy, and empowered. We support and respect all children as well as our staff and volunteers. We are committed to the safety, participation, and empowerment of all children.***

***The Sanctuary Model promotes cultural, physical, emotional, psychological and social safety and recovery from adversity through the active creation of a trauma-informed community. Through the implantation of this model, UMFC aims to enhance the quality of care we provide and cultivate a workplace where everyone feels valued supported and able to thrive.***

## 1. POSITION CONTEXT AND SUMMARY OF POSITION

UMFC's vision for our communities is that every child and young person is cared for. UMFC is managed locally by a Board of Management, CEO and 3 Directors, and approximately a hundred and seventy staff. This workforce delivers high-level expertise across 7 services including Care Services, Child and Family Services, Hume Riverina Community Legal Services, Carer Aged and Disability Services, Family Relationship Services and Operations. Service delivery encompasses the cities of Albury and Wodonga, Wangaratta and Benalla extending to townships throughout the Towong, Mansfield, Alpine and Indigo shires including the Murray Riverina.

The Carer, Aged and Disability Service (CADS), including Interchange, Support for Carers and Support Options Programs provide a range of services that build on the capabilities of individuals and families, to support the needs of persons with disability as well as those undertaking care responsibility for persons who are frail, aged, have dementia, a chronic health condition or a disability. Support for Carers offers comprehensive resources, assistance, and avenues for carers to connect and engage in activities that empower them to sustain their crucial caregiving responsibilities.

**Carer, Aged and Disability Trainee** position is primarily a support role and is required to work across all programs in the Carer, Aged and Disability service, assisting staff to provide a range of activities and tasks, including group work, individual support, administration, and teamwork as required. The variety of experiences available allows the trainee to experience and develop a broad range of skills. A key focus of the position will be to work directly with the Interchange team, assisting in the implementation of programs and events and to undertake a key role in the provision of direct client care support. Upper Murray Family Care will assist and support the Trainee in the completion of the Traineeship as negotiated. This includes payment for training costs, time release to attend and access to onsite mentoring and professional development.

## 2. COMMUNICATION WITH OTHERS

Position supervised by:	Senior Team Leader and Interchange Practitioner
Supervises directly:	Nil.
Communicates internally primarily with:	CADS team and other relevant staff within the Agency.
Communicates externally primarily with:	Clients, Volunteer carers, Family members, related service providers and networks.

## 3. KEY RESPONSIBILITY AREAS (KRAS)

Consistent with the UMFC values of Unwavering integrity, Considered empathy, Determined advocacy, Passionately optimistic and Bravely collaborative, and the Sanctuary commitments, this position provides high quality, efficient services through the following Key Responsibility Areas:

<p><b>KRA 3.1</b> Work as an integral member of the Carer, Aged and Disability Service to support the successful implementation of programs and events organised by the Interchange, Support for Carers and Support Options programs.</p>
<p><b>KRA 3.2</b> Work with the Interchange team to provide regular, high-quality activity sessions for children with disability, respectful of individual needs, capacity and backgrounds to: -</p> <ul style="list-style-type: none"> <li>• Deliver outcome-focused programs for clients, compliant with all relevant contractual, regulatory and legislative requirements</li> <li>• Maintain accurate administrative, program and client records, case notes, program and client plans, evaluations and evidence of outcomes.</li> </ul>
<p><b>KRA 3.3</b> Work directly under the supervision of the program leader within all out-of-school hours activities, including After School and School Holiday Activities.</p>

<p><b>KRA 3.4</b></p> <p>Undertake administrative tasks as directed, this may include:</p> <ul style="list-style-type: none"> <li>• Organising mailouts.</li> <li>• Basic data entry.</li> <li>• Development of E-newsletter.</li> <li>• Organising promotional and marketing material.</li> </ul>
<p><b>KRA 3.5</b></p> <p>To undertake all study and work requirements of Certificate III within the allocated 12-month period seeking support proactively as required.</p>
<p><b>KRA 3.6</b></p> <p>Proactively promote and support a culture of child safety using the Sanctuary commitment of Cultural Humility to engage and grow cultural connections for all children including Aboriginal and Torres Strait Islander children, children with disability, children who may be gender diverse or children who may be culturally and linguistically diverse (CALD).</p>
<p><b>KRA 3.7</b></p> <p>Work collaboratively with the Risk and Quality team by actively identifying, assessing, and mitigating risks within the role by meeting all compliance-related tasks and expectations, including but not limited to monitoring activity, adherence to organisational policies and procedures and completion of compliance training and promoting a culture of risk awareness and compliance.</p>
<p><b>KRA 3.8</b></p> <p>Contribute to the creation and maintenance of a culture that reflects the organisational values of unwavering integrity, considered empathy, determined advocacy, passionately optimistic and bravely collaborative. Contribute to the creation and maintenance of a culture that reflects the Sanctuary Model Domains.</p>
<p><b>KRA 3.9</b></p> <p>Actively participate as a team member in relevant meetings, and professional development such as supervision, training, and quality improvement processes in line with program and UMFC guidelines and requirements.</p>
<p><b>KRA 3.10</b></p> <p>Actively undertake all OHS requirements appropriate to the position and consistent with legal obligation and UMFC culture, policy and procedure.</p>
<p><b>KRA 3.11</b></p> <p>Other duties as directed.</p>

#### 4. PHYSICAL REQUIREMENTS OF THE POSITION

(Key of estimated daily requirements: Not Required=0%, Marginal=1-5%, Occasional=6-20%; Regular=21-50%, Frequent=51-70%, Continuous=> 70%)

- Sitting – Frequent
- Computer based tasks – Frequent
- Driving – Occasional
- Activity based – Frequent

## **5. KEY SELECTION CRITERIA**

- 5.1 Willingness and capacity to undertake and complete study requirements of Certificate III in Disability studies within the 12-month employment period
- 5.2 Knowledge and awareness of issues relating to a family caring for a person with a disability.
- 5.3 Ability to provide effective support and assistance to individual clients that embrace individualised outcome-focused practices.
- 5.4 Demonstrated ability to
  - be organised and show initiative.
  - be responsive and make effective and timely decisions.
  - critically review and evaluate practices.
- 5.5 Demonstrated ability to work as part of a team and actively contribute to program development and quality improvement.
- 5.6 Effective communication skills including:
  - Computer literacy.
  - The ability to communicate effectively both verbally and in writing for a range of purposes including, case notes, reporting and planning.
  - The ability to maintain accurate administrative and program records.
- 5.7 Well-developed interpersonal skills, including good levels of resilience and a demonstrated ability to relate to people with disabilities in a positive, respectful and supportive manner and develop and maintain strong relationships and connections with a wide range of individuals.

## **6. ADDITIONAL ESSENTIAL REQUIREMENTS OF THE POSITION FOR SUCCESSFUL APPLICANTS**

- 6.1 A satisfactory Victorian Working with Children Check
- 6.2 A satisfactory National Police Check (International where required)
- 6.3 Current driver's license
- 6.5 Current First Aid and CPR (or working towards)

## **7. WORK CHALLENGES/PRESSURES**

- Competing priorities including managing study commitments and work
- Time constraints/Adhering to timeframes as per work plans
- Working with families' expectations and meeting their needs

## 8. SUPERVISION

At UMFC, supervision is considered to be an integral part of service delivery and workforce management. The development and maintenance of skilled and supported workers depend in large part on the support and structured reflection provided by the supervision framework. The supervision framework is supported by our Sanctuary commitments such as social responsibility, open communication and democracy.

Supervision has a number of benefits for workers, clients, and the organisation, including:

- protection and a commitment to quality service provision for clients through case review
- a forum of accountability for those to whom the worker is accountable (clients, organisation, profession)
- a reflective space for workers to identify their strengths and weaknesses and any personal issues that may impact their professional practice
- an opportunity for workers to build their skills and identify areas for future development in a supportive environment.
- trauma-informed, consistent conversations that are a protective factor to decrease the likelihood of developing vicarious trauma when undertaking challenging work.

Supervision is a requirement for all workers at UMFC and must, at a minimum, be provided:

- on an individual basis
- for 2 hours per month (pro rata) which may be in a single block or in smaller units.