

JOB DESCRIPTION**CHILDREN'S SERVICES-TRAINER**

POSITION LEVEL	Full time contracted position
REPORTS TO	Children's Services Training Coordinator or other person as directed by Manager Y Care South East Queensland
JOB SUMMARY	<i>The Children's Services trainer will deliver Cert III in Children's Services at a variety of venues and will develop the confidence and self-esteem of participants, and enhance their future employment and training opportunities.</i>
PRIMARY RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Assist with the planning, development, delivery, assessment and evaluation of the training component within each course 2. Assist with the provision of an effective training program utilising a self-paced and flexible learning approach 3. Assist participants to gain knowledge and develop skills in the following areas: <ul style="list-style-type: none"> • Theoretical knowledge • Practical experience • Employability skills • Job search skills 4. Engender an understanding of the work environment and industry amongst participants 5. Assist the Training Coordinator with the orientation of course participants and with organisation and monitoring of industry placement 6. Maintaining the confidentiality of participants and staff of the organisation 7. Conduct industry visits to monitor and assess participants progress 8. Administration duties including organising Blue Cards, creating and maintaining participant files, mail outs 9. Assist in marketing, advertising and promotional activities 10. Provide a safe and supportive learning environment including supervision of participants 11. Assess participants for achievement of skill competencies 12. Maintain participants skill records, attendance and other records throughout the duration of the course to meet contractual and AQTF requirements 13. Maintain work environment so as to minimise risk to both customers and staff. 14. Report identifiable risk so that immediate action can be taken. 15. Uphold and promote the policies and mission of the organisation 16. Ensure that personnel within their area of operations understands and maintains the quality system and ensure that procedures and instructions are complied with. 17. Maintain the quality system and report any deviations from the intended system. 18. Comply with all practices in the Quality Manual. 19. Maintain confidentiality of issues in relation to staff, parents and children 20. Be aware of and implement the YMCA's Safeguarding Children and Young People Policy 21. Comply with the YMCA's Occupational Health and Safety Policies and Procedures, including those relating to your specific role as found in the OHS Management: Roles and Responsibilities document. 22. Any other duties as required within Y-Care or other venues as determined by the Chief Executive Officer from time to time.

KNOWLEDGE AND EXPERIENCE	<ol style="list-style-type: none"> 1. Minimum Cert III in Children’s Services, Cert IV in Training and Assessment and 3 to 5 years industry experience 2. Understanding of long term unemployed and parents/carers returning to the workforce 3. Understanding of and ability to apply Occupational Health and Safety principles 4. Good communication skills 5. Ability to work with minimal supervision 6. Ability to work effectively within a team environment 7. Ability to relate to people in a training environment 8. Ability to motivate, encourage and direct participants 9. Capability to act as a positive role model for participants 10. Current Senior First Aid and CPR Certificate 11. Queensland Driver’s Licence 12. Current Certificate of Suitability in accordance with the Commission for Children and Young People Act 2000 or in the process of attaining one 13. The ability to manage challenging behaviour 14. Knowledge of how to work in a culturally sensitive manner 15. Demonstrated experience in delivering training and pre-vocational programs
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Authorised By: Dated: 27/07/2010