



PROGRAM INSTRUCTOR'S DUTY STATEMENT

RESPONSIBLE TO

1. Program Supervisor
2. Chief Executive Officer

ESSENTIAL REQUIREMENTS: (KEY SELECTION CRITERIA)

1. Ability to work as an individual and as part of a team.
2. Well developed communication skills.
3. Knowledge and understanding of Intellectual Disability and Autism Spectrum disorder.
4. Understanding of the Victorian State Disability Plan, Disability Services Act 2006 and associated themes, practices and concepts.
5. Ability to work with people who demonstrate behaviours of concern and undertake relevant training
6. Empathy and understanding.
7. Demonstrated ability to provide support, personal care and develop skills.
8. A current Victorian driver's licence.
9. Certificate IV in Community Services (Disability) and First Aid Level 1 or agreement to work towards these qualifications.

GENERAL DUTIES:

1. Develop and implement group and individual programs, designed to meet assessed needs.
2. Follow recommendation and seek clarification from relevant professionals
3. Maintain appropriate records using electronic data systems
4. Manage incidents and undertake reports as required.
5. Participate in Behaviour Support Plans and monthly reporting.
6. Communicate with parents/caregivers on the progress of clients
7. Provide support and assistance to other staff as required.
8. Maintain Intertwine buildings and surroundings in a clean and tidy condition.

9. Ensure each client is given the opportunity to learn and perform tasks as independently as possible and assist in this process of learning.
10. Ensure that duty of care and confidentiality is maintained.
11. Attend staff meetings and other forms of training when required.
12. Ensure good knowledge of, and comply with, all Intertwine Policies and Procedures.
13. Promote harmony in the workplace.
14. Attend other workplaces as directed.
15. Other duties as directed.

Terms and conditions of employment are pursuant to the Disability Services Award – *Stawell Intertwine Services Disability Services Victoria (Part 1) Collective Agreement 2008* or subsequent agreements.