



## **DUTY STATEMENT**

**JOB TITLE:** Skills Trainer - LifeSkills

**ACCOUNTABLE TO:** Co-ordinator - LifeSkills

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### **OVERALL RESPONSIBILITY:**

**Implement and support of Community Access Recreation programs for service users.**

**Provide individual and small group support to adults with a disability on an individual needs basis.**

**To assist clients acquire independent living skills and integration into the community through recreational activities, and specific skills training.**

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### **SPECIFIC DUTIES:**

#### **1. PROGRAM SUPPORT AND IMPLEMENTATION:**

- 1.1 Assist in planning and implementing planned activities, supporting service users to participate in activities.
- 1.2 Assist plan and implement planned activities and support service users to participate in activities.
- 1.3 Develop supportive relationships with service users and their families/carers
- 1.4 Participate in assessments of services users' ability, and participate in regular reviews, as required, determining their interests and support needs.
- 1.5 Monitor, evaluate and document progress of the service user while participation in planned activities.
- 1.6 Facilitate meaningful social relationships both within and outside the program, building on available natural supports.
- 1.7 Maintains service and service users' confidentiality.
- 1.8 Maintains security of all property belonging to the organisation and service users.

## **2. ATTENDANT CARE/PERSONAL CARE TRAINING.**

- 2.1 Familiarise self with service user's personal care requirements.
- 2.2 Provide instruction as required enabling the service user to be as independent as possible in this area.
- 2.3 Assist person to carry out personal care requirements when necessary.

## **3. TRANSPORT SUPPORT.**

- 3.1 Transport or support the transport of a service user travelling to and from the service and community options.

## **4. ADMINISTRATION AND OTHER**

- 4.1 Ensure that Occupational Health and Safety Standards are maintained at all times.
- 4.2 Completes accurate reports, records and other documentation as required.
- 4.3 Participates in peer performance appraisals.
- 4.4 Participates in staff and other relevant meetings when required.
- 4.5 Work as member of a multifunctional team to ensure loyalty and confidentiality at all times.
- 4.6 Liaise, with service user/on behalf of the service user, with their family and other agencies for them.
- 4.7 Takes reasonable care to avoid foreseeable risk without unduly limiting the ability of service users for taking responsibility for his/her own decisions.
- 4.8 Other duties as directed by the program co-ordinator or manager.