



## **JOB DESCRIPTION**

**Job Title:** Skills Trainer - Employment

**Accountable to:** Regional Manager/Co-ordinator - Employment

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### **OVERALL RESPONSIBILITY:**

**Train and support people with disabilities in skills necessary to work in the regular workforce as independently as possible.**

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### **SPECIFIC DUTIES:**

#### **1. EMPLOYMENT ASSISTANCE PLANNING (EAP)**

- 1.1 Familiarise self with the client's home environment, skills, needs, strengths, aspirations, interests and disabilities and the nature of support required.
- 1.2 Develop or assist to develop EAP in conjunction with key parties under the direction of the Co-ordinator.
- 1.3 Assist in the review and/or modification of the EAP at least three monthly or as arranged with client.
- 1.4 Negotiate/re-negotiate conditions of employment (e. g. part-time/full-time, skills-based wage, hours of employment, co-worker/Intework support, wage subsidy, legal employee/employer contracts etc.) with relevant parties.
- 1.5 Monitor, evaluate and document the individual's performance on the job and present information to relevant parties.

#### **2. PRE-EMPLOYMENT**

- 2.1 In consultation with a Co-ordinator assist clients to access and participate in training programs consistent with goals developed in the EAP.
- 2.2 Participate in or develop and implement specific programs to assist the client to become employed.

#### **3. TRANSPORT**

- 3.1 Provide training for client to access public transport.
- 3.2 Provide private transport for client if required.
- 3.3 Monitor the client's performance ensuring special consideration for Occupational Health and Safety and unusual situations.

#### **4. ON-THE-JOB TRAINING**

- 4.1 Familiarise self with the duties negotiated for the client by the Co-ordinator.
- 4.2 Develop/assist to develop and implement on the job training assistance programs.
- 4.3 Facilitate social relationships within the workplace.
- 4.4 Fade support where possible by building on natural workplace supports.
- 4.5 Monitor, evaluate and document the client's performance on the job and present the information to relevant parties.

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

- 5.1 Familiarise self with the client's personal care requirements.
- 5.2 Provide instruction as required for the client to be as independent as possible in personal care.
- 5.3 Assist client to carry out personal care requirements when necessary.

#### **6. ADMINISTRATION**

- 6.1 Maintain communication and liaison with all key parties.
- 6.2 Maintain accurate records on clients and employers.
- 6.3 Participate in staff and other relevant meetings.
- 6.4 Participate in staff development activities.
- 6.5 Observe all Intework policies and procedures.

#### **7. OTHER DUTIES**

- 7.1 Undertake other job-related duties as directed by the Manager/ Co-ordinator.



## **SELECTION CRITERIA – SKILLS TRAINER**

### **ESSENTIAL**

1. Positive and contemporary attitude towards people with a disability.
2. Demonstrated strong values regarding people with a disability.
3. A strong desire to work with people with disabilities.
4. Excellent interpersonal and communication skills.
5. Good teamwork and problem solving skills.
6. Possession of a current Western Australian 'A' class MDL.
7. A licensed, roadworthy and insured vehicle.
8. Ability to maintain necessary documentation relating to client's progress.
9. Possession of a current Senior First Aid Certificate or equivalent.

### **DESIRABLE**

1. Previous experience in training and support of people with a disability in an employment setting.
2. Knowledge of behaviour management strategies.
3. Experience in the personal care needs of people with a disability.
4. Local area knowledge.