

Position Description



Title	First Aid & CPR Trainer
Business Unit	Workforce Development & RTO
Location	26 Jessie Street Coburg Vic 3058
Employment type	Part Time
Reports to	Group Manager Specialist Programs and Development

1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

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2. Position purpose

A part-time trainer is required to meet the demands of the training in both First Aid and CPR classes to all staff in Uniting.

The position will continue the relationships within the different teams across Uniting and be reporting to the Manager of the Workforce Development and RTO for all training schedules, delivery and assessment structures. The theory of both the CPR & First Aid is online through our learning management system Ammonite, and the face to face will require some travel between offices and worksites.

It will be of an advantage if you possess knowledge in using an online learning system and can work well within a team environment. All our courses and programs will be delivered in line with COVID restrictions and hygiene practices as set by DHHS.

3. Scope

Budget:

People:

Professional delivery of training responsibility will be required

4. Relationships

Internal:

- Group Manager Specialist Programs and Development
- Manager Workforce Development & RTO

External

- ASQA standards
 - Department of Health and Human Services
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5. Key responsibility areas

Service delivery

- Provide professional training delivery and assessment of the First Aid and CPR training package, using judgement, skills and knowledge, to develop services where procedures are not clearly defined.
- Develop respectful and professional relationships with the different sectors across Uniting
- Provide all assessments, attendance sheets and any other required information in a timely and professional manner.
- Monitor and alert the manager of short stock supplies for reorders.
- Plan, prioritise and organise the classes to maintain timelines and schedules set to ensure least amount of disruption for staff
- Provide professional support that respects the dignity of all learners
- Promote strategies that maximise safety all staff and visitors to a training site
- Follow all COVID safe practices throughout your training hours.
- Ensure all class records are complete correct and handed in by the requested dates

Administration and finance

- Ensure allocated class records are up to date and meet quality standards, statutory, organisational requirements.
- Complete schedule requests for class groups
- Provide participation in other aspects of training as required, participate in validation and development of resources
- Ensure accurate, timely and effective communication and reporting processes are followed.

Quality and risk

- Assist with and support internal and external audit processes.
- Identify, manage and report risks, hazards, incidents or other concerns affecting day to day activities within training area and continually improve work practices.
- Attend core and other safety related training including induction
- Maintain currency of First Aid & CPR practices

People and teams

- Undertake regular contact with the manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide authentic and the highest level of professional conduct in alignment with Uniting's values.

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Personal accountability

- Compliance with Uniting’s values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting’s values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

6. Person specification

Qualifications

- Current TAE40116 in Training & Assessment
- Current First Aid (HLTAID011) CPR (HLTAID009) Provide First Aid in education and Care setting (HLTAID012)
- Or willing to upgrade of current older version of same HLTAID qualifications

Experience

- Experience and a sound knowledge in the provision of training in First Aid and CPR
- Knowledge of theories and practices relevant to individual learners
- Experience and a sound knowledge in working with ASQA standards guidelines

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting’s values
- **Statutory knowledge:** An understanding of the relevant legislation and current policies in VET & WHS
- Competent computer skills.
- Excellent time management and organisation skills and evidence of prioritising competing demands.

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- Excellent oral and written communications skills, including experience in the preparation of case noting, reporting and client records.
 - Excellent communication skills and interpersonal skills, demonstrated through examples of working successfully to gain the co-operation of colleagues and clients.
 - Sound judgment and problem solving skills to contribute to the planning and development of the service.
 - Demonstrated commitment to professional development, employee orientation and training.
 - **Certificates, licences and registrations:** current eligible motor vehicle licence to drive in Australia; Current National Police Record Check; and Working with Children Check.
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7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

I have read, understood and accepted the above Position Description

Employee

Name:

Signature:

Date:

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