

Position Description- Healthcare and Support Services Tutor

About the organisation:

Sandybeach Centre is an independent, not-for-profit, community co-operative society, established in 1982. We provide lifestyle, education and support services to people in the Bayside, Kingston and Glen Eira local government areas of Melbourne. The Centre is a strong community focused organisation and a Learn Local organisation. We are also a hub for educational, social, recreational, and cultural activities in the community, encouraging personal and professional development. We are committed to the safety and wellbeing of children and young people.

Part A: Organisation mission statement and values

Mission Statement

Sandybeach Centre is an inclusive organisation providing programs and services that enrich the quality of life for our diverse community.

Values

Sandybeach Centre will become the place to meet, connect, learn and have fun. The Sandybeach values are:

Respect for our all members of our community is important. Without it, the enrichment and change will not be possible. We focus on being respectful of each individual and adopt a person-centred approach in everything we do.

Integrity & Honesty Great results can be accomplished with integrity by honest and enthusiastic people who value their community and actively seek out positive change for everyone. "Do the right thing, be mindful and acknowledge our mistakes".

Care Provide a safe and secure environment for staff, volunteers and all who engage with us.

Collaborative & Inclusive- everyone is welcome. We aspire to work with people from diverse backgrounds and embrace teamwork first in order for all to succeed. We seek to understand the diverse needs of our community and our role in addressing them.

Part B: Position specification

Role title: Healthcare and Support Services Tutor			
Department:	ACFE	Classification level:	Education Services Award
Reporting structure:	Reporting to: ACFE Co-ordinator Direct reports: None		

Position statement

Our healthcare programs are designed for learners interested in exploring careers in the health and support industry, such as aged care and disability, before committing to a formal qualification.

The tutor will deliver practical, hands-on sessions that assist learners to build essential skills and gain an insight into the sector. This helps participants decide whether to pursue further study or employment in the field.

These courses are also suitable for ESL students wanting to learn terminology and understand the job options available in healthcare before progressing to formal qualifications or work.

Key Responsibilities

Course Delivery

- Deliver Healthcare course curriculum in alignment with the ACFE framework and standards. (For example: Be Ready to Work in Care and Support, Introduction to the Health Industry, Be Ready to Work in Aged Care)
- Facilitate engaging and interactive sessions that cover topics such as:
 - Roles and career pathways in care and support services
 - Legislative and ethical considerations
 - Safe work practices and workplace responsibilities
 - Principles of person-centred care, social inclusion, respect and reablement
 - Duty of care and confidentiality requirements in healthcare
- Provide individual support and feedback to assist learners, including ESL students and jobseekers, to achieve their individual goals.
- Ensure that teaching and learning activities embed employability skills and workplace practices in healthcare and support.

- Ensure that content delivery meets the diverse learning needs of adult learners.
- Attend moderation sessions, as arranged with the ACFE Co-ordinator.
- Contribute to program evaluation and modifications to program delivery as required.

Course Administration

- Maintain course documentation, including attendance records, assessments, and feedback, in accordance with ACFE requirements.
- Follow, complete and maintain required incident reporting procedures.
- Maintain requirements of Privacy Policy, always adhere to Equal Opportunity and the Sandybeach Centre Code of Conduct.
- Attend staff meetings.
- Ability to work within a set course budget.
- Liaise with Facilities Coordinator regarding room requirements and OH&S.

Resources and Documentation

- Sandybeach Centre retains a copy of all materials produced by you for class delivery. Refer to employment contract for Intellectual Property information and obligations.
- Provide copies of student work as evidence of student participation.

Professional Development

- Identify and negotiate professional development opportunities with the ACFE Co-ordinator.
- Maintain current industry specific skills and knowledge.
- Participate in ACFE courses and workshops as required and when a requirement by the governing body ACFE.

Delegations, authority levels and decision making

- This position reports to the ACFE Co-ordinator and works closely on program delivery and evaluation, meeting participant needs and maintaining required records.
- This position has the responsibility to assist in the development of relationships with key stakeholders relevant to the course.
- The Tutor ensures that all course expectations are met.
- The Tutor may delegate tasks to the class assistant, support workers or volunteers.
- The position has access to confidential information about participants.

Part C: Job specification

Qualifications

Mandatory:

- Current police check & current working with children's check.
- Experience in the Aged Care/Disability sector or equivalent.
- Knowledge of adult education best practice.
- Experience working with learners in preparing to access the workforce.

Desirable:

- Cert IV in Workplace Training and assessment or a teaching qualification.
- Experience in working with students with a range of backgrounds, cultures and abilities.
- Knowledge or awareness of the ACFE PQF+ framework.

Specialist skills and knowledge

An awareness of adult learning principles, including cognitive and effective features of learning and adult literacy and numeracy development. An ability to create positive, safe learning environments and growth mindsets. Be able to draw on own experiences as examples.

Key selection criteria

- Engaging and motivating manner
- Effective verbal, written and listening communication skills
- Strong computer literacy skills
- Appropriate qualifications and/or experience
- Strong organisational and time management skills

Personal attributes

The incumbent must maintain strict confidentiality while demonstrating the following personal attributes:

- Honest and trustworthy
- Be respectful towards others, fostering a positive work environment
- Possess cultural awareness and sensitivity
- Be flexible and able to adapt to changing circumstances in the workplace
- Sound work ethic - demonstrates a commitment to ethical practices and model behaviour based on the Sandybeach Centre Code of Conduct
- Participant focussed

- Works well with others to achieve common goals, fostering teamwork and cooperation
- Communicates positively and effectively with relevant stakeholder.
- Demonstrates a strong commitment to the Sandybeach values in daily practices

Signed

Staff Member (name): Date:

Signed

Manager (name): Date: