# Position Description

# Woodwork Trainer

**Vision Australia, supporting people who are blind or have low vision to live the life they choose.**

## Purpose of Position

The key purpose of the Woodwork Trainer is to plan and provide training programs and conduct industrial workplace assessments primarily in the area of woodwork in order to assist in achieving equity and access for people who are blind or have low vision.

## This role facilitates the planning, development and coordination of training services and associated programs to meet the needs of clients and their families/carers and to improve the client’s employment outcomes. Direct service can be provided as a centre-based recreational or training activity, and it may also be provided in the home, workplace, and community settings.

## Context

Vision Australia exists to support people who are blind or have low vision to live the life they choose. Vision Australia provides services to more than 32,000 clients from 28 Vision Australia sites in NSW, ACT, Queensland and Victoria and 29 clinics as well as outreach services to the Northern Territory and Tasmania. This role will support the north-west Melbourne region and other regional areas as required.

## Principal Responsibilities

* Conduct industrial workplace assessments and appropriately assess clients in the use of assistive methods and techniques that will enhance their independence and quality of life;
* Plan, develop, implement and evaluate training programs with the client, based on the client’s SMARTA goals throughout the assessment process;
* Act as the Primary Service Provider, as required, to coordinate the provision of services internally to clients and liaise with external service providers to achieve desired outcomes for clients;
* Maintain accurate client records;
* Attend and participate in team, staff and professional development meetings as required;
* Identify, develop and review information and resources as required; promote and represent Vision Australia in relevant forums; and develop and maintain internal and external networks;
* Continuous professional development including keeping up to date with new research and maintaining skills & knowledge level;
* Other duties as required by the Regional Manager;
* Maintain asafe workplace by ensuring staff, volunteers and clients receive adequate information, training and instruction on WHS. Provide adequate supervision to all persons on Vision Australia sites and events and ensure all safety issues are reported and addressed.

## Key Performance Indicators

Key performance indicators will be clearly defined through the performance planning process.

## Essential Job Competencies

* Appropriate trade qualification in joinery, wood machinery, carpentry and/or cabinet making;
* Certificate IV in Assessment and Training;
* Demonstrated ability to develop training programs in order to meet client’s employment and personal goals;
* Demonstrated ability to develop industry links with apprenticeship centres and potential employers;
* Client centred assessment to identify individual needs and goals;
* Excellent written and interpersonal communication skills;
* Demonstrated ability to work both autonomously and within a trans-disciplinary team;
* Proven ability to manage time and work load efficiently;
* Empathy and emotional maturity;
* Adapt to changes in the work environment.

## Organizational Values

The expectation that we set is that our workforce understands and models our values and behaviours in everything they do 100% of the time;

* Person-Centred - We measure our success in terms of outcomes for our clients;
* Accountable - We hold ourselves responsible for what we do and don’t do;
* Collaborative - We work well together and with others to deliver the best possible outcomes;
* Commercially Focussed - We work efficiently and responsibly to sustain and grow our services and influence;
* Agile - We will adapt, learn and innovate to have a positive impact in a changing environment.

## Vision Australia environment

Many Vision Australia employees work with Seeing Eye Dogs and all employees are likely to have contact with working dogs.

Employment is subject to the Organisation receiving a National Police Record Check and if relevant, a Working with Children Check or QLD Blue Card or Vulnerable Persons (ACT) check.

## Role Scope

**Reports to: Regional Manager**

Direct Report Staff: 0

In-Direct Report Staff: 0

## Review of Job Description

This job description will be reviewed in line with the performance planning and appraisal process.

END