

## TO1.0



Lifeskills Plus Inc.  
**DUTY STATEMENT**  
**Training officer**  
**01.04.2022**

**Responsible for:** Lifeskills Plus (LSP) team members training requirements.

1. The below items cover the areas of working as per the agreed Employment contract and roster. The context of each duty statement gives guidance to the particular work area.
2. Ensuring each LSP Team member has the skills to be confidently involved in their programs through successful implementation of the approved shift protocols (shift planning, task analyses, recording of notes, planning for medication within a current shift); relevant software Apps; Policy and Procedures; care plans; team work and culture; and, other necessary areas developed/identified and approved through the SSC or CEO.
3. Reviewing and developing the Training Officer role for elements of the process and requirements for effective training implementation. Approved third party support systems are able to be utilised e.g. BizHq training in planning, time management and training delivery options, and other third parties once approved by SSC and or CEO.
4. Working to grow wider aspects of training platforms, training modules, surveys, feedback, online tools for developing daily tasks, processes and time estimates for tasks.
5. Sharing knowledge with the LSP team through use of available and approved tools as agreed with SSC and or CEO.
6. Expanding training items/areas with planned discussions/meetings with SSC.

**Responsible to:** Senior Support Coordinator (SSC) and CEO

Training Officer tasks:

- Planning each work session for activities to be completed.
- Using outlook calendar for bookings, tasks for job activities prioritised & KPI lists.
- Ensure privacy and confidentiality of client and staff information at all times with data protection, file security, communication on a need to know basis with team members/clients/family.
- Maximise staff input and decision making into their individual/group goals for achieving discussed and approved learning outcomes.
- Communicate with SIL homes around meetings and implementation of approved training programs.
- Collaborate with team members e.g. Client Services, WHS, Compliance for planning and implementation of approved/agreed programs, slides, online tools etc.
- Attend and actively participate in fortnightly team briefs with SSC or as required/agreed.
- Develop and actively promote the training service to the LSP team.



## **TO1.0**

- Write/record and save the current months update on activities implemented, achieved outcomes, feedback, planning/research results (best practice) and other items as required by the SSC. To share and discuss in the monthly meeting with the SSC.
- Prepare correspondence and ensure relevant information regarding progress of training program, deliverables and expected outcomes are recorded/updated.
- Utilize community resources to promote both the training service and a positive image of people with disabilities in the community.
- Create Facebook stories, photos, programs and successes relevant to training strategy and provide to the appropriate Client Service team member responsible for Facebook. Maintaining integrity and respect with items selected for publication.
- Use of the Safe and Secure server allocation for files, activities- training (T:).
- Implement training as discussed for team members at Lifeskills Plus.
- Design, record, test and implement training performed.
- Measure with personal feedback sheets and survey monkey questionnaire.
- Document all existing (e.g. Circles) training modules including presentation materials, trainer notes and competencies in line with Workplace Training and Assessments Cert IV Requirements
- Document all new training modules including presentation materials, trainer notes and competencies in line with Workplace Training and Assessments Cert IV Requirements
- Source and engage external training services in consultation with SSC and CEO
- Adapting to the growing learning role as required with support and direction from SSC, CEO and approved third-party groups.

## **WHS**

- Collaborate with the WH&S officer role with processes, communication and duty of care in the work place.
- Read, understand and comply with Lifeskills Plus Inc. WHS related policies and procedures.
- Undertake all work related activities in a safe and proactive WHS manner
- Actively participate in consultation regarding safety in the workplace
- Report any incidents, near misses, faulty equipment or potential WHS concerns

## **General**

- All other tasks as directed by SSC and CEO
- Understand and utilize where appropriate Lifeskills Plus Inc. Staff Grievance Procedures.
- Supports the complaints and feedback policies and procedures of Lifeskills Plus Inc.
- Support learning and implementation of new software platforms required by LSP
- Provide service as per the Training Officer job description.
- All work delivered, designed and implemented is the sole property of Lifeskills Plus in its entirety. Works in all mediums are protected/covered under

## TO1.0



commercial-in-confidence guidelines, requiring permission by Lifeskills Plus CEO to be shared externally.

### **KPI Measuring**

- **Calendar use for planning, meetings, delivery items.**
- **Fortnightly activity report provided to SSC.**
- **Fortnight team meeting or as required with SSC regarding planning and current achievements**
- **Monthly activity report on comments, feedback and analytics from training delivered.**
- **Other requirements required by SCC and CEO.**

*This duty statement may change in line with the changing needs of the organisation and in consultation with the Training Officer role*