



Mount Isa Skills Association  
IsaSKILLS

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ABN 73697336567

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Literacy &amp; Numeracy Teacher (Doomadgee)</b>
<b>INDUSTRIAL INSTRUMENT:</b>	Labour Market Assistance Industry Award 2010
<b>PROGRAMME:</b>	CDEP
<b>DATE OF POSITION DESCRIPTION:</b>	4 May 2010
<b>RESPONSIBLE TO:</b>	CDEP site Manager
<b>RESPONSIBLE FOR:</b>	No delegations
<b>LOCATION:</b>	Doomadgee Position will require travel as required.

### ABOUT THE ORGANISATION

**IsaSKILLS** is a non-profit organisation which delivers various programmes into the community for a comprehensive range of Training and employment services

**IsaSKILLS** was formed to provide training and employment related assistance to Jobseekers and employers in Mount Isa, Cloncurry, Longreach, Normanton and the surrounding regions. Our highly trained staff are dedicated in providing you with a quality service that is second to none. We deliver accredited training programs, work experience programs, employment services, youth services and many other funded programs and projects. Job Network, Work for the Dole, CDEP, Green Corps, and Disability employment Services are examples of the many programs we provide.

Primarily, **IsaSKILLS** relies on funding from federal and state Government Departments. The number of Departments providing funds has increased over the years since 1997. **IsaSKILLS** acquires additional income through fee-for-service work, such as accredited and industrial training, labour hire, and other miscellaneous non-core activities.

## PURPOSE OF THE POSITION

To provide Literacy, Numeracy and Life Skills learning opportunities using a range of teaching strategies that place great emphasis on the preferred learning style of individual participants.

To strengthen participants' communication skills and enable relationships with their peers, the facilitator, and the broader community; hence enhancing the social inclusion of the participants.

To develop Individual Learning Plans that cater for a wide diversity of abilities and interests, with a flexible learning approach, that is personalised (over time) to the learning needs of the participants.

## KEY RESPONSIBILITIES

### Position Environment:

The Trainer will liaise closely with the isaSKILLS Employment Participation Officer other delivery staff to develop shared projects that best cater for the needs of the participants. A CDEP Manager is overseeing all contractor and subcontractor personnel and deliveries involved in the Pathways to Employment initiative.

The Trainer will refer closely to the skills audit and profiles provided by JSA's and Centrelink in the development of programs for the participants.

### Core Responsibilities:

The Trainer must make firm commitment to being aware of local cultural aspects and be prepared to modify their behaviour and make flexible arrangements to the program to cater for culturally sensitive aspects.

The Trainer must make firm commitment to make every endeavour to work towards building relationships with the participants and promoting enhanced personal connectedness for them and their community.

Prior to selection, the Trainer will participate in induction training (three days) which will provide resources and support materials which focus on appropriate methodologies and flexibility in programming.

The Trainer will:

- Prepare Individualised Learning Plans in line with the skills audit provided by Centrelink.
- Deliver an individualised program to participants in line with Certificate 1 CGEA Framework provided. Cert 11 may also be appropriate.
- Facilitate groupings of participants that best maximise learning opportunities.
- Monitor the individual progress of each participant and provide one to one assistance where required.
- Deliver a range of learning options, using a variety of learning tools to cater for diverse learning styles.
- Adhere to AQTF (Australian Quality Training Frameworks) and utilise assessment tools.
- Provide support to participants to ensure that they complete 180 contact hours of the program.
- Make weekly written reports on the progress of the project electronically as required.

- Assist participants to make personal progress reports/diaries that include examples of work where appropriate, electronically, every 3 weeks.
- Provide mentoring to participants as required and follow up that is sensitive to the needs of each participant.
- Monitor participant attendance and liaise with the Participation Officer to provide immediate follow up.
- Liaise with the Participation Officer and the JSA Trainer on an on - going basis.

**SELECTION CRITERIA**


- Excellent interpersonal and relationship building skills
- Must have a qualification level of Certificate IV in Training and Assessment.
- Relevant Tertiary Qualifications e.g. Bachelor of Education.
- Relevant vocational competencies, at least to the level being assessed.
- A minimum of twelve months relevant industry specific experience in a field related to the training and assessment to be delivered.
- Computer literacy especially – word and excel & internet skills.

**ADDITIONAL REQUIREMENTS OF THE POSITION**

- A twelve week (two week orientation & program planning, 10 week program delivery rotational delivery in a remote community (Doomadgee).
- 180 hours delivery of program and 162 hours of mentoring, individual tutoring, preparation & reporting .
- The Trainer must make firm commitment to behaving responsibly, in a personal sense, whilst residing in the remote community, adhering absolutely to legislation re use of alcohol, etc. PLEASE NOTE Mornington Doomadgee is a dry community, possession or use of alcohol will result in instant dismissal and may incur serious charges and fines by authorities.

**OTHER INFORMATION**

As part of the recruitment process you will need to satisfy financial and police background checks

<b>Approved by CEO</b>		<b>Agreed by Incumbent</b>	
<b>Date</b>	2010	<b>Date</b>	