

Employee Position Description

| Position Details | | |
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| Position Title: Workshop Facilitator | Department: Community | Agreement: Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2022 |
| Reports To: Men's Shed Coordinator | Location: Doncaster – Manningham Men's Shed | |
| Direct Reports: Nil | Employment Status: Permanent Part Time (Monday – Thursday 9am – 3.30pm) 24 hrs per week | Classification: SACS CD Level 2 |
| Position Primary Purpose | | |
| <p>The Manningham Men's Shed is a well-established and well-equipped Men's Shed that offers a wide range of activities. The Shed gives all men the opportunity to socialise, get involved, and to learn and pass on skills.</p> <p>This position's primary purpose is to coordinate the day to day running of the Men's Shed workshops with a focus on actively engaging participants in workshop activities and creating a welcoming and inclusive environment. The position is also responsible for ensuring participant safety and that equipment is maintained and used correctly and that the Men's Shed program complies with quality standards and funding requirements.</p> | | |
| Decision Making Authority | | Key Relationships |
| Decisions made independent of Manager <ul style="list-style-type: none"> • Day to day support for the Men's Shed Program participants | | Internal <ul style="list-style-type: none"> • Colleagues within Community Portfolio and AccessHC • Senior Manager, Community Programs • Men's Shed volunteers External <ul style="list-style-type: none"> • Shed participants • NDIS Support workers and participant support staff and carers • Local community organisations and businesses who interact with the Shed |

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

| Key Accountabilities | |
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| Focus Areas | Responsibilities |
| Support Shed participants | <ul style="list-style-type: none"> • Support Shed participants to ensure they are able to participate fully in Shed activities. • With the participants and their carers, develop and monitor goal-directed activities that promote a sense of achievement and belonging. • Create a welcoming and inclusive environment that promotes the Men's Shed and AccessHC values and vision • Work with team members, volunteers and participants to ensure that the Shed operates within the guidelines of the Men's Shed program and that it complies with relevant legislation • Complete and sign off Machinery Competency checks with all new participants and update annually or as required with ongoing participants • Work with team members, volunteers and participants to ensure a safe environment including ensuring that equipment is used correctly. • Transport participants when required using 11-seater bus. |
| Shed Maintenance | <ul style="list-style-type: none"> • Set up and pack up the Shed as required including <ul style="list-style-type: none"> ○ Daily Machinery Checks ○ Cleaning tools and equipment including emptying off-cut bins • Maintain shed equipment including general repairs • Purchase shed supplies as required |
| Shed Support | <ul style="list-style-type: none"> • As part of the Men's Shed team this position will be required to fill in for the Shed Coordinator when they are absent or on leave. |
| AccessHC Values | <ul style="list-style-type: none"> • Through actions and behaviour, demonstrate AccessHC Values of; Equity, Collaboration, Respect, Innovation and Quality. |
| Governance and Compliance | <ul style="list-style-type: none"> • Act in accordance with AccessHC's policies, procedures and code of conduct. • Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position. • Participate in mandatory training requirements to support the delivery of a safe and effective service. |
| Workplace Health and Safety | <ul style="list-style-type: none"> • Act in accordance with health and safety policies and procedures at all times. • All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. |

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| Selection Criteria | |
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| <p>Mandatory selection criteria items</p> <ul style="list-style-type: none"> • Police Check • Driver's Licence • Working With Children Check • NDIS Worker Screening Check <p>Key selection criteria items</p> <ul style="list-style-type: none"> • Excellent Handyman experience and skills • Experience working with older people and/or people with disabilities • Strong communication and interpersonal skills • Demonstrated ability to relate to people from a diverse range of social, and cultural backgrounds • Demonstrated ability to work in a team environment • Proficiency in Microsoft Office and relevant software applications | <p>Attributes we value</p> <ul style="list-style-type: none"> • Excellent handyman or tradesperson skills • Effective time management and prioritisation skills • Demonstrated ability to build and maintain a positive team environment • Demonstrated knowledge, experience and appreciation of the skills required in working with volunteers • Understanding of working within a community agency, including sensitivity to the needs of disadvantaged or marginalized members of the community • Commitment to continuous quality improvement and health promotion principles • Demonstrated behaviours consistent with AccessHC values |
| <p>Access Health and Community is an equal opportunity employer committed to providing an inclusive working environment that embraces and values all people, regardless of cultural background, age, gender identity, sexuality or lived and living experience. We value the diversity and strength of Aboriginal and Torres Strait Islander cultures and are committed to delivering on our vision for reconciliation through our recruitment and employment practices. Access is required to undertake compliance checks; however, a record of criminal history does not preclude applicants from applying for suitable positions. All applications will be assessed on a case-by-case basis and managed in a confidential and practical manner.</p> | |
| Authorisations | |
| <p>Employee Name:</p> <p>Signature: _____</p> <p>Date: / /</p> | <p>Manager Name:</p> <p>Signature: _____</p> <p>Date: / /</p> |

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