

POSITION DESCRIPTION

Position title: **Casual Teacher – Introduction to Community Services**

Location: Belvedere Community Centre @
Healthy Futures Hub, 151 East Rd, Seaford 3198

Reports to: Belvedere Community Centre Program Coordinator

Position objective: To plan and deliver quality, pre-accredited Introduction to Community Services program at Belvedere Community Centre.

Intro to Community Services course at Belvedere CC

- 6 week course x 5 hours per week – 30 hours per course
- This course is a fantastic taster for anyone interested in further study in community services but not sure what area they want to work in. The course covers a module on each aged care, child care and disability care. At the end of this course students will have a greater understanding of their preferred area and will be able to move on to TAFE to complete further study.

Skills and experience:

- Appropriate qualification & or experience
- Knowledge of Adult Community & Further Education (ACFE)
- Understanding of Neighbourhood Houses and their aims
- Ability to motivate and inspire people
- Experience working with a people from different backgrounds, ages and abilities

Responsibilities:

- Deliver quality Intro to Community Services programs suitable for the students needs
- To complete and submit required documentation for each course with support from the BCC Program Coordinator
- To maintain attendance sheets and any other course record keeping that maybe required by the Centre and funding body
- To maintain communication with the BCC Program Coordinator regarding all areas impacting on course delivery
- To undertake appropriate Professional Development activities and Moderation where appropriate
- To follow the policies and procedures of the centre where the course is being facilitated
- Report any concerns, incidents or accidents to the Centre Manager.

Key selection criteria:

1. Vocational competence in the relevant course delivered
2. Experience in development, coordination and review of pre-accredited training
3. Exceptional interpersonal skills, including high level oral/written communication skills and negotiation skills
4. Highly developed organizational and problem solving skills with a proven ability to work autonomously

Conditions of employment:

- This position is located at Belvedere Community
- Hours to be negotiated depending on class enrolments during Victorian school terms – approx. 6 x 5-hour sessions
- This position is classified and remunerated under the Neighbourhood Houses and Adult Community Education Centre Agreement 2016 depending on experience
- A National Police Check and Working with Children's Check are requirements of this casual position
- Position to commence term 3 2023 – date to be confirmed

How to Apply:

All applicants must provide a resume and cover letter addressing the key selection criteria and contact details of two referees.

Please email your resume and cover letter to centre_manager@belvedere.org.au

Preferred applicants will be invited for an interview. Unsuccessful applicants will be advised in due course which may take up to 4 weeks.

If you would like to learn more about this opportunity or have any questions, please contact Kelly Leach – Program Coordinator on 9776 8922

Applications close Friday 16 June 2023 at 4:00pm.