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Applicant Information Sheet

The following details concern the advertised position.
Please note the information concerning the closing date and the address for forwarding applications.

Advertised Position:	Auslan Interpreter / Community Development Worker
Job Reference No:	
Classification:	Community Development Worker Class 2A Year 7 (XV7)
Award:	Social & Community Services
Salary:	
Hours:	38 hours per week - some weekend and after hours work involved. Approx 25hrs max of interpreting. Part-time/job share considered. Casual Interpreting position also available.
Position Tenure:	Permanent Full Time or Permanent part time job share
Name of Contact Officer for further details concerning the advertised position:	Sue Medson Director Primary Health Phone: 51 279149
Applications may be submitted on line or by post, marked "Private and Confidential" and forwarded to:	Ms Sue Medson Director Primary Health P.O. Box 63 Moe, 3825
Application Closing Date:	April 2009

Position Description

Job Information

Job Title:	Auslan Interpreter
Classification:	Health & Allied Services Award Community Development Worker Class 2A Year 7 (XV7)
Award	Level 2 or level 3, depending on qualifications Social & Community Services
Work Unit/Location:	Sale/Traralgon/Morwell
Reports to:	Manager: Intake & Support Services

Scope of Role

Proposals for job-share or part-time will be favourably considered.

The Auslan Interpreter/s will:

- Provide interpreting services throughout the Gippsland region.
- Work within a community development model.
- Participate in the collection and collation of data.
- Liaise with staff, management and other organisations on issues related to service delivery.
- Facilitate the development of professional relationships with external customers.
- Review current policies and procedures in line with this service.
- Participate in Continuous Quality Improvement and Occupational Health and Safety to ensure quality service delivery in a safe environment for all consumers, visitors and staff.
- Complete administrative duties as requested consistent within skills and scope of position.

Key Objectives, Duties and Responsibilities Specific Duties and Responsibilities

Auslan Interpreter/s

1. To ensure that deaf and hearing impaired people and their families receive access to a range of services and program through delivery of Auslan interpreting.
2. Maintain ongoing liaison, and work cooperatively, with other relevant service providers to ensure the service is appropriate to the individual needs of the consumer.
3. Maintain and reconcile financial records
4. Operate computer systems, accurately key data, compile confidential reports.
5. Liaise with staff, management and other organisations on issues related to service delivery.
6. Liaise with Deaf Access Victoria to support community develop projects in the deaf community

7. Participate in Continuous Quality Improvement and Occupational Health and Safety to ensure quality service delivery in a safe environment for all clients, visitors and staff.

Personal & Professional Development:

1. Maintain current knowledge of relevant legislation, regulations, guidelines, government policies and standards.
2. Participate in relevant continuing professional development.
3. Actively participate in NAATI revalidation process to ensure up skilling and maintaining of the professional standards.
4. Actively participate in support and supervision provided.
5. Participate in annual performance review based on performance, position description and the attainment of agreed key performance indicators.

Administration:

1. Maintain consumer records in accordance with government requirements and LCHS standards.
2. Provide assistance to the Manager in the collection and collation of data and statistics as required by the State, Commonwealth and LCHS
3. Participate in staff meetings, as directed.
4. Monitor budgets and ensure services purchased are within approved guidelines.

Occupational Health and Safety:

1. Participate in the continual evaluation and development of work practices and policies to ensure protection of the health, safety and welfare of staff, consumers and others. Development and evaluation of work practice and policies to ensure protection of the health, safety and welfare of staff, consumers and others.
2. Ensure that work and services are provided in a safe manner at all times by:
 - (a) Constantly reviewing practices and environment; and
 - (b) Participation in staff training.

Quality Improvement:

1. Participate in appropriate quality improvement activities and ensure compliance with accreditation and other relevant standards.
2. Development of local procedures as required.
3. Initiation/participation in internal reviews
4. Participation in CQI activities
5. Implement Continuous Quality Improvement measures as necessary.

Social Model of Health:

Understand and apply the principles of the Social Model of Health, which aims to improve the health and wellbeing of consumers through the development of appropriate service planning and program delivery.

Occupational Health & Safety:

Ensure that work and services are provided in a safe manner at all times by regularly reviewing practices and environment and by participating in OH&S training where required.

Continuous Quality Improvement:

Identify continuous quality improvement opportunities; participate in the development of quality procedures and contribute to internal and external program reviews as required.

Performance Management Framework:

Actively participate in an annual individual performance plan, which determines key responsibilities, strategies and performance indicators, which are in line with the organisation's Strategic Plan and Program Business Plan.

Selection Criteria:

1. A demonstrated understanding of the issues and concerns of people who are deaf or hearing impaired and their families.
2. Appropriate knowledge of services for people who are deaf or hearing impaired and their families.
3. Proven ability to liaise with a variety of service providers, professionals and consumers.
4. Proven organisational skills including the ability to prioritise a range of different tasks and manage competing priorities.
5. Well-developed computer and keyboard skills, including sound familiarity with Windows based software and a proven ability to learn to use purpose-designed database programs.
6. Well-developed teamwork skills and the ability to work independently without direct supervision.
7. High-level communication skills shown towards consumers and their families, with service providers and team work with other staff.
8. Sound skills in the preparation of correspondence, data reports and financial reports and proven ability in collating and reporting of data to funding bodies.
9. Understanding or experience with video-conferencing
10. Knowledge of community development principles
11. Commitment to development of innovative service delivery to meet the needs of clients across the region

Job Requirements

Mandatory: Auslan Paraprofessional Interpreter.
Membership and Adherence to the ASLIA Code of Ethics.
Current Victorian drivers licence.

Desirable: Diploma of Interpreting (accredited).
Accredited interpreting experience – minimum of 2 years.
Experience working within a variety of settings and consumer groups.

Other: This is a full time position with some weekend and after hour work included.
Travel across Gippsland is required including overnight stays.

A Police Record Check re any criminal record will be required prior to finalisation of appointment.

This Position Description will be reviewed from time to time in keeping with changing requirements.

This is a regional program and will involve extensive travel within the Gippsland region.