

Position Description

Position Title	Home Care Trainer
Position Number	30011741
Division	Community and Continuing Care
Department	Community Home Care Services
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Administrative Grade 3
Classification Code	HS3 – HS25
Reports to	Manager, Community Home Care Services
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Drivers Licence • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

The position is an integral part of the Community Home Care Services team within Community Services; the Home Care Trainer coordinates and leads development opportunities for the Home Care Services workforce.

The purpose of this position is to:

- Liaise with the Home Care Services leadership team to identify learning and development needs;

- Support orientation of new staff to key aspects of role;
- Work with the Home Care Services workforce (including trainees) to enable ongoing development within their scope of practice;
- Identify opportunities to enhance the quality and capacity of the Home Care Services workforce;
- Support and provide educational opportunities within this service on all aspects of the Home Care Services workforce, including but not limited to Manual Handling, Dementia Care, Falls Management, OHS Medication Management within scope of practice.

Responsibilities and Accountabilities

Key Responsibilities

- In collaboration with key stakeholders coordinate and contribute to the design, development, promotion, implementation and evaluation of:
 - Programs and processes that enable the expansion of scope of practice and professional development in home care workforce
 - Other learning activities, including simulation
- Undertake annual training needs analysis to identify learning and development needs for the Home Care Services workforce.
- Incorporate best practice into learning and development opportunities for qualified Home Care Services workforce staff.
- Coordinate, facilitate and evaluate home care workforce traineeship programs.
- Contribute to the review, development, implementation and ongoing evaluation of the Home Care Services workforce learning and development strategic document.
- Establish and maintain relationships with all stakeholders (including training providers) to ensure learning programs, and related assessment, meet the team's needs.
- Develop approaches to meet compliance requirements and continually improve workplace practice.
- Liaise with external training providers to deliver appropriate courses to the Home Care Services workforce.
- Design and develop learning resources to support the programs and learning outcomes.

Key Selection Criteria

Qualifications

1. Certificate IV in Training and Assessment, or equivalent, or the ability to acquire such in a role
2. Relevant vocational qualification and/or competencies at least to the level to be delivered and assessed.

Essential

3. Demonstrated knowledge of factors associated with the provision of high-quality professional development and support needs across home care workforce
4. Demonstrated experience to lead and deliver the professional development and education of others in home care skill and knowledge areas, applying the principles of adult learning and strategies to support adult learning in practice.
5. High level computer skills including demonstrated experience in the use of Learning Management Systems.

6. Demonstrated knowledge of factors associated with the provision of high-quality professional development and support needs across home care workforce
7. Demonstrated experience to lead and deliver the professional development and education of others in home care skill and knowledge areas, applying the principles of adult learning and strategies to support adult learning in practice.
8. Well-developed presentation, communication and consultation skills
9. Strong attention to detail and commitment to quality
10. High level administrative, organisational and problem-solving skills

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.