



INFORMATION PACKAGE

POSITION BEGA VALLEY WORKCREW SUPERVISOR

Applications are invited for the position Supervisor with the Bega Valley Workcrew. As part of Tulgeen Disability Services, Bega Valley Workcrew offers supported employment and vocational training to people with disability in the areas of lawn mowing and ground maintenance.

The position requires a self motivated person with the desire to work as part of a team; will provide a high standard of work; and the enthusiasm to offer quality support for people with disability.

Essential Skills include – experience with the use and maintenance of small plant & equipment – including ride-on & self propelled mowers, brush cutters, edgers & blower/vacs ; experience in competency based training; proven supervisory skills; high level communication skills, commitment to OHS principles; senior first aid certificate; and current drivers license. **Desirable Skills** include – Certificate IV in Disability Work (or a willingness to undertake same); experience working with people with disability; experience with trailers; and willingness to undertake further job related training.

Salary and conditions of employment are in accordance with an industry based Award. A copy of the Selection Criteria and job description can be obtained by phoning 6492 2455 or by visiting www.tulgeendisabilityservices.com.au

Written application addressing the above criteria and including at least two referees should be forwarded to the Business Services Manager, Tulgeen Disability Services, PO Box 512, Bega 2550 by close of business Friday 2 July 2010. ***Please note – this position is subject to a criminal records check.***

LOCATION – The position operates from the Riverside Nursery, Taronga Crescent, Bega

BRIEF OVERVIEW - Although a commercial enterprise competing on the open market, the primary focus is to provide supported employment and training to employees with disability with the aim of gaining and maintaining skills that may lead to open employment. Notwithstanding the above, the funding body – the Department of Families, Housing, Community Services and Indigenous Affairs (FAHCSIA) expects all business services to be commercially viable.

HOURS OF WORK - Normal hours of duty will be 8:00am to 4:00pm Monday to Thursday. However, during peak growing months (normally September – April) the position is 5 days a week.



POSITION DESCRIPTION

Primary Purpose	The primary purpose of the Bega Valley Workcrew Supervisor is to assist in the operation of a lawn mowing and garden maintenance service in the Bega Valley Region ; and provide vocational training and support to people with disability.
Reports to	Bega Valley Workcrew Coordinator
Functional Area	Business Services (Australian Disability Enterprise)
Classification	CSW Grade 2
Specific Accountabilities	<ul style="list-style-type: none"> • Liaise with the Coordinator to ensure the effective day to day operation of the Workcrew training and employment service. • Coordinate work in the disability sector • Develop and plan production schedules on a daily, weekly and monthly basis in consultation with the Bega Valley Workcrew Coordinator. • Implement, monitor and review training programs for employees on an individual basis in consultation with the employee, the BVW Coordinator, and the Training & Development Facilitator. • Ensure appropriate work skills training is provided for each employee in accordance with his or her Work Plan (WP) goals. • Supervise employees, casual staff and volunteers to ensure quality and production standards are maintained. • Apply non discriminatory practices within the work environment. • Undertake administrative work by assisting in the maintenance of all business, consumer and employee records. • Promote effective communication techniques by assisting employees in conducting workers' meetings and making informed decisions about the work environment. • Assist the Coordinator with assessment of employee vocational needs. • Implement, monitor and maintain current OHS procedures and programs. • Ensure work environment is maintained to a professional level and in accordance with OHS Policies. • Ensure employees, volunteers and casual staff receives effective training in workshop operating procedures and safe workplace practices in accordance with OHS standards.

Qualifications/ Industry Experience	<ul style="list-style-type: none"> • Current Senior First Aid Certificate • Current NSW Drivers License. • Certificate IV in Disability Work or equivalent (or willingness to undertake same). • Experience in competency based training; • Experience with towing trailers and use of garden maintenance equipment. • Experience in small motor mechanics.
Skills, Abilities, Competencies	<ul style="list-style-type: none"> • Demonstrated ability to work and communicate effectively with people with disability. • Ability to meet deadlines and demonstration of effective time management skills. • Ability to work as part of a team in an environment of change. • Demonstrated ability to achieve successful outcomes in the delivery of services. • Highly developed computer literacy skills using Microsoft Office applications. • Ability to foster and maintain links with management, clients, employees, staff and key stakeholders. • Ability to work with a high level of independence and autonomy. • Demonstrated skill in motivating and leading the workforce. • Demonstrated management, organisational and administrative skills.

The **Bega Valley Workcrew Supervisor** will contribute to the successful accomplishment of the Tulgeen Disability Services Strategic Directions by implementing or performing the following strategies and tasks.

Contribution to Strategic Directions	<ul style="list-style-type: none"> • Provide education and information about the range of services/support available to people with disability, the families, carers, and stakeholders. • Facilitate community networking to foster informal support. • Provide a diverse range of flexible support models to meet the changing needs of people with disability, their families, carers, and stakeholders. • Provide services based on individual needs of people with disability. • Promote and use a consultative process, structured work responsibilities and systems. • Engender high performance, continuous improvement, teamwork and a client-focussed culture. • Take a holistic, innovative, and responsible approach in pursuing best practice, ongoing continuous improvement and client-focussed outcomes. • Develop and implement common internal systems. • Facilitate internal networking. • Implement, review and monitor continuous improvement mechanisms. • Harness and embrace the organisation's vision, values, and strategic direction. • Utilise appropriate IT systems to communicate internally. • Report through line management. • Conduct regular maintenance of equipment/facilities.
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Probationary Period

This appointment is subject in the first instance to a probationary period of 3 months. During that period your employment will be subject to review. Prior to the end of the probationary period your employment will be confirmed for the duration of the contract or terminated as per the SACS award (Grade 2 Year 1), or the probationary period will be extended. Should employment be terminated, there will be no entitlements to payment for the unexpired period.

Criminal Records Check

All applicants will be required to undertake a criminal records check. Information relating to the content of any criminal records check remains confidential, however, it could influence the decision to proceed with the appointment.

Terms and Conditions

The position is a full time contract position. The successful applicant will be employed according to the terms and conditions of employment as stated in the Contract of Employment offered by Tulgeen Group and the Policies and Procedures of the organisation. The employer will be Tulgeen Disability Services

Disclaimer

Upon endorsement of this document, I _____ understand that in accepting this position these are my duties and responsibilities.

Incumbent's Name	
Incumbent's Signature	
Date	

The details contained in this document are an accurate and current statement of the duties and responsibilities of this position.

Manager's Name	
Manager's Signature	
Date	