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| **Position Title** | **Auslan Trainer** | **Department** | **Learning and Training** |
| **Reports to** | **Manager, Learning and Training** | **Effective date** | **May 2023** |
| **Responsible for** | **N/A** | **Location** | **Various Locations** |

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| **Organisation Overview** | Expression Australia, (established in 1884) connects people to the life they want to lead - through ensuring better access, inclusion and equal opportunity.  Expression Australia is an iconic and progressive community organisation, rapidly evolving commercially oriented business and leader in providing services to people who are deaf, hard of hearing or who experience barriers to participation.  Expression Australia's vision and mission empower people to achieve better economic, cultural, social and civic participation in the community. |

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| **Role Overview** | Reporting to Manager of Learning & Training, the Auslan Trainer is responsible for delivering high quality training sessions to a diverse cohort of learners in a variety of settings. Training includes, but not limited to, Auslan, Deaf Awareness and other relevant learning experience.  Working in collaboration with the Learning and Training team, including the Senior Trainer, this role also contributes to the production of quality educational resources, provides feedback and evaluation of the programs and projects and has opportunities for career progression in, but not limited to, the training, video productions, Auslan translation areas and other departments within the organisation. |

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| **Job Specific Responsibilities**  *Key performance indicators will be clearly defined through the performance planning process.* | |
| **Contribute to the achievement of Expression Australia’s strategic objectives** | * Model behaviours that are consistent with the mission and beliefs of the strategic plan. * Model behaviours that reflect our values |
| **OHS & Quality Compliance** | * Take reasonable care for their own health and safety, and health and safety of others * Follow to OHS guidelines * Follow the organisation’s Quality framework |
| **Auslan Learning and Training programs** | * Deliver of a range of Learning and Training Programs but not limited to - Auslan Community Classes, Auslan for Families, Kinder Programs, Deaf Awareness Training, Hearing Awareness Training and Basic Auslan (DATBA), Auslan in the workplace and capacity building initiatives. * Classes are taught during business hours and after hours when required * Ensure classes run smoothly and consistently with a flexible and positive attitude to avoid class cancellations * Deliver training with vary delivery methods including face to face and virtual videoconference. * Ensure a well-structured and positive, impactful learning experience for learners * Utilise Expression Australia resources both print and electronic during learning and training sessions * Regularly seek feedback and evaluation learners and make improvements in services where necessary |
| **Support the Learning and Training team** | * Inform and contribute to professional development activities to support the Learning and Training team * Actively participate and contribute in team meetings. Give feedback and contribute ideas to the future development of the Learning and Training team * Participate in projects and initiatives when required. * Ensure compliance with relevant processes and paperwork |

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| **Core Capabilities (including Expression Australia Values highlighted in orange)** | | | | |
| **Respectful**  *Behaving ethically appropriate, respectful of culture and community and providing person centred services to clients and others* | | Provides high level of person-centred service and meets needs of clients. Able to resolve common client issues. Consults with clients about service design & delivery | **Diversity**  *Showing respect for diverse backgrounds and experiences* | Adheres to policies, goals, objectives, and philosophies of valuing diversity in performing everyday duties and responsibilities. Embraces diverse capabilities of other team members. |
| **Technology**  *Using and understanding technology to improve service delivery* | | Able to understand and work effectively with technology advancements and applies technical knowledge of IT systems to ensure access to, and security of, the system | **Accountable**  *Demonstrating responsibility for own work* | Demonstrates knowledge of understanding of how their role impacts on the wider organisation and team. |
| **Adaptive/Resilience**  *Demonstrating and developing individual coping strategies* | | Understands how to deal with and adapt to difficult and pressurised situations. May seek guidance in how to deal with difficulties in the workplace. Maintains positive outlook. | **Progressive**  *Innovating and looking at ways to improve the lives of our clients and communities* | Understands the need for resourcefulness, creativity and adaptability within role boundaries. Takes responsibility for continuous improvement and risk mitigation in own work. Resolves routine problems and suggests changes. |
| **Inclusive**  *Working effectively and engaging with others to achieve a common goal* | | A skilled team member, acting as a resource for a small work group on a regular basis. Shares knowledge and information with less experienced team members. May seek specialised help or notify progress of work. | **Commercially** **Focused**  *Ensuring that all services are right for our clients and our organisation* | Has a professional understanding of some specific areas relevant to the role. Provides and obtains accurate and timely information to meet service delivery needs. Has the interpersonal skills required to advise and assist a person with a disability and other customers on issues. |
| **Auslan** | Our organisation is bi-lingual and bi-cultural, where Auslan and English are both utilised languages. The learning and use of Auslan is encouraged and endorsed in the workplace. Along with a willingness to learn Auslan, possess a positive attitude towards continuing to improve language skills is imperative | | | |

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| **Job Specific Capabilities** | |
| **Problem Solving -** *Thinking and analysing to develop solutions to problems* | Has a basic knowledge around how to find solutions to issues in the workplace. Identifies opportunities for innovation and solves most problems in own work. |
| **Plan -** *Applying proper planning to achieve priorities* | Actively manages own workload and time management. Adheres to reporting, documentation and administrative requirements. Maintains appropriate notes and other documentation to required standard. |

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| **Knowledge, Skills & Experience** |
| **Essential**   * Fluent in Auslan and relevant linguistic, cultural and industry experience * Knowledge of, and experience with, the Deaf community and the Hard of Hearing sector. * Excellent interpersonal skills and well-developed communication skills (both signed and written) * Flexible and positive attitude to working in diverse teams and with a range of learners and clients * Proven team player but demonstrated competency to work independently * Maintain confidentiality and sensitivity when dealing with sensitive information * Excellent organizational and time management skills   Desirable   * Demonstrated ability to provide high quality Auslan teaching * Relevant experience teaching Auslan to the broader community * Experience in working with CALD communities including migrants. |

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| **Education / Qualifications / Certifications/ Memberships** |
| Desirable Qualifications:   * Diploma of Auslan and or Certificate IV in Training & Assessment (or willingness to undertake relevant qualification) * Early Childhood qualification preferred for the kinder program * Driver's license |

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| **Travel Requirements** |
| * travel required to metro, greater Melbourne, regional areas in Victoria |

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| **I acknowledge that I have read, understood and accept the duties, responsibilities and obligations of the above position description. I understand that this position description is a guide and reasonable additional duties may be requested of me during the course of my employment. This position description will be reviewed annually to maintain its relevancy and meets organisational objectives.** | |
| **Employee signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |