

DOC-RT08



# **JOB APPLICATION KIT**

## ***Program Officer***

# WELCOME

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The Tertiary PLACE began in 2007 as a volunteer community theatre group for people with disabilities. In 2009, The Tertiary PLACE became an incorporated association and a recognised charity and approved by the Department of Communities – Disabilities as a post-school service provider.

Today The Tertiary PLACE supports families and their adults with disabilities through purposeful programs.

The Tertiary PLACE works in partnership with Members, families, carers and other stakeholders to achieve quality outcomes and positive experiences for all.

Our service is guided by ten Queensland Disability Service Standards. More information can be found on the QDSS at <http://www.disability.qld.gov.au/>.

Thank you for your interest in applying for a position with The Tertiary PLACE Inc and joining our team.

The Tertiary PLACE is looking for dedicated people who are genuinely committed to assisting adults with disabilities to achieve, discover and grow.

To be considered for work at The Tertiary PLACE Inc., an individual must:

- agree with the corporate vision (mission, objects and values) of The Tertiary PLACE Inc.;
- have an interest in and commitment to people who have a disability;
- have or obtain positive notice cards;
- demonstrate integrity and initiative; and
- contribute to the positive atmosphere and culture of The Tertiary PLACE Inc.

# PROGRAM OFFICER – Job Description

## JOB SUMMARY

A Program Officer at TTP is involved in direct member support including implementing educational programs.

## REPORTS TO

Reports to Program Director or directly to Management

## DUTIES & ESSENTIAL JOB FUNCTIONS

1. Implement plans and programmes
2. Contribute to program design and improvement
3. Work cooperatively with other staff
4. Complete any data, assessment or recording sheets
5. Build and maintain a good rapport with each member
6. Monitor, supervise and keep members safe
7. Monitor and administer approved medication to members
8. Assist member with activities of daily living including personal care as required
9. Maintain communication with parents and carers
10. Attend staff meetings and participate in staff training

## OTHER FUNCTIONS AND RESPONSIBILITIES

- Other duties as requested by the Director or Program Director

## REQUIRED QUALIFICATIONS

- Positive notice - Blue and Yellow Cards

## DESIRABLE QUALIFICATIONS

- Personal or professional experience working with people who have disabilities
- Appropriate qualifications – e.g. Cert IV in Disabilities
- Driver's license
- Senior First Aid Certificate

## ESSENTIAL SKILLS

1. An interest in and commitment to people who have disabilities:
  - positive attitudes related to adults with disability; and
  - willingness to acquire skills for interacting with and supporting people with disabilities (communication techniques etc).
2. Ability and/or willingness to assist adults with disability:
  - to access community events and facilities (driver's license is a bonus);
  - with personal care needs (monitoring health conditions, administration of approved medication; personal hygiene tasks etc); and
  - to develop skills for independence in activities of daily living (domestic chores, food preparation etc).
3. Awareness of duty of care issues and ability to supervise members and monitor their environment, behaviour and medical needs to ensure safety:
  - positive notice card and criminal history screening;
  - senior first aid certificate (not essential, but certainly desirable); and
  - willingness to undertake training (further study not essential, but desirable).
4. Ability and willingness to use own initiative and work without supervision as well as cooperatively as a member of a dynamic team:
  - implement plans and programs;
  - contribute to program design and improvement; and
  - ensure that members in your care are occupied in valid learning experiences in-line with TTP philosophy.
5. Capacity to instruct or assist in one or more of the following subject areas: performing arts; music therapy; dance therapy; visual arts; horticulture; animal studies; cultural studies; social and emotional life skills; fitness; craft; computing/technology; cooking; health and hygiene; photography; music; sport.
6. Able to build and maintain a good rapport with TTP members, staff, parents/carers as well as community members and staff of other agencies:
  - effective oral and written skills; and
  - willingness to learn about supportive communication techniques (Makaton signing, symbols).

## AWARD

CSW – Queensland Community Services and Crisis Assistance Award (State 2008)

# APPLYING FOR THE POSITION

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## 1. THE APPLICATION

You must apply in writing on the appropriate Application Form. Applications may be hand written or typed and may be posted or emailed.

If you choose to complete and lodge the application electronically, please ensure that the application is signed. This will usually require that you print out the application, sign it then scan the signed document (please save it in a PDF format).

Before writing your application, read through the position description provided. You are also welcome to speak with the contact person to ask any questions to clarify your understanding of the role. Applications should demonstrate why you are the best person for the job and how your skills, knowledge and experience meet the selection criteria.

Your application should contain the following:

- a letter of introduction (cover letter);
- your curriculum vitae (resume); and,
- the completed and signed "Application Form" (which includes your responses to the selection criteria).

## 2. SHORT-LISTING

The Application Form is used to assess suitability for the position and determine short-listing for an interview.

The short-listing selection process will be undertaken by a committee. Each selection committee is convened with care to ensure that it has the necessary expertise to make a sound decision in a fair and impartial way. Collectively, the committee will have an understanding of the vacancy and its role and will be responsible for the integrity of the final selection recommendation. The panel will usually consist of three members.

## 3. INTERVIEW

The most suitable applicants will be short-listed from their written application and invited in for an interview. If invited for an interview, you are entitled to ask who will be on the panel. During the interview, strengths and weaknesses in relation to the selection criteria can be further assessed.

The purpose of the interview is to provide short-listed candidates with the opportunity to expand on the information presented in their application. The interview enables the panel to gather further information for the assessment process.

The interview will be structured so that each interviewee is asked the same series of questions based upon the selection criteria. It is not an opportunity for the selection committee to ask applicants "tricky" or obscure questions, but rather to assist you in presenting your case in the best manner possible. It is in The Tertiary PLACE's best interests to give you every opportunity to prove you are the best person for the job.

At the interview you will be given the opportunity to ask questions about the position. This offers you the chance to demonstrate your interest in, and understanding of, the position and its duties. At this stage you may also present information to the committee which you feel assists your application.

If you are offered an interview and you have any special needs (for example, wheelchair access to the building, interpreter for hearing impaired persons) you should inform the person who contacts you or ring the number listed in the advertisement for enquiries regarding the position.

#### **4. REFEREE REPORTS**

The names of at least two referees are required. Following your interview, if you are considered to be one of the suitable applicants, your nominated referees will be contacted for comment regarding your demonstrated ability or potential to fulfil the selection criteria. Referees will be required to confine their comments to direct knowledge of you.

#### **5. LATE APPLICATIONS**

Late applications are not normally considered so please ensure your application reaches The Tertiary PLACE by the closing date.

#### **6. NOTIFICATION**

Should you wish to confirm that your application has been received, please phone the contact person. You will receive written notification of the outcome of your application.

## **Information about The Tertiary PLACE Inc.**

### **1. A Brief History**

The Tertiary PLACE Inc. is the dream of sisters, Nona Westenrieder and Angela Leneham.

1. Being educators, both Nona and Angela value learning. They recognised that people with disabilities lacked the same opportunities for life-long learning as their non-disabled peers.

They realised that for the majority of special needs individuals, once school finished there was little opportunity to continue formal learning. When non-disabled individuals graduate from high school, they have the choice of going onto TAFE or University or undertaking a trade. This is not the experience for a person with a disability. Nona and Angela wanted to create that "tertiary" feel and experience for the members of the community who have disabilities.

2. People with disabilities don't have the same creative opportunities as their non-disabled peers. Recognising that along with being fun, creative pursuits develop leisure skills, team-work, confidence and self-expression, Nona and Angela set about creating authentic opportunities for people who have never been stars, to take centre stage.
3. Research indicates that people can benefit from the physical, therapeutic and social benefits animals can provide. Nona and Angela have personally observed the value of animal interactions for people with disabilities.

Whether it be horse riding, caring for chickens, swimming with dolphins, watching kid goats or patting a dog there are personal and sociocultural benefits from interacting with animals.

4. Nona and Angela have siblings with disabilities, so they have seen firsthand the day to day needs of people with disabilities and the tireless efforts of those who love and look after them.

Watching their parents, Nona and Angela recognise the challenges facing aging parents and carers. Individuals with disabilities may not become more independent as they age. Yet as parents and care-givers age they will become more frail and tired. This divergence of needs and abilities is a particular challenge of ageing carers.

The Tertiary PLACE was created to address all of these needs.

The Tertiary PLACE has grown out of the vision that the community can embrace families and individuals with special needs.

The Tertiary PLACE was established in 2009.





## 2. Our Corporate Vision

### Mission

To provide a stimulating, flexible and supportive group environment where people with special needs can:

- ✓ engage in on-going learning and creative pursuits,
- ✓ find support to participate in their community, and
- ✓ continue to achieve, discover and grow.

### Objects

1. To offer Post-school Learning And Continuing Education for people with disabilities.
2. To provide a flexible and supportive group learning environment against the background of animal interactions, on-going learning and creative pursuits.
3. To enable growth of the whole person under the curriculum organisers of:
  - a) Citizenship and Social Inclusion;
  - b) Vocational Experiences;
  - c) Personal Development;
  - d) Academic Learning; and
  - e) Leisure and Recreation Skills
4. To uphold the values of—
  - a) Acceptance;
  - b) Participation;
  - c) Learning;
  - d) Personal Responsibility;
  - e) Respect; and
  - f) Safety
5. To assist in maintaining a person with a disability in their home community by—
  - a) Increasing social inclusion
  - b) Maximising participation in community life
  - c) Developing a social network
  - d) Relieving pressure on families

### Underpinning Values

<b>Acceptance</b>	<p>We encourage acceptance of self and others.            We promote empathy and compassion toward all.            We accept people from all backgrounds.</p>
<b>Participation</b>	<p>We are committed to the principles of social justice and inclusion.            We accept and support the rights, freedoms and responsibilities of Australian citizenship.            We are all a part of the community – visible and valued.</p>
<b>Learning</b>	<p>We strive for excellence in individual and group pursuits.            We celebrate and take pride in our accomplishments.            We emphasise life-long learning.</p>
<b>Personal Responsibility</b>	<p>We are accountable for our actions – self discipline.            We have a duty to ourselves and our communities.            We emphasise honesty and integrity.</p>
<b>Respect</b>	<p>We accept that others can and do hold different views to our own.            We work collectively to achieve peaceful and successful resolutions of problems or conflict.            We adhere to the laws of the land.</p>
<b>Safety</b>	<p>We work together to create a safe environment.            We are responsible for the safety of ourselves and others.            We recognise the need for safety in all settings.</p>

3. Additional information and brochures can be obtained at:



[www.thetertiaryplace.com.au](http://www.thetertiaryplace.com.au)



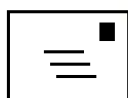
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Inc.