



The Society of Saint Hilarion Inc  
AGED CARE

# Position Description

**JD**

## Training Coordinator

**Position Reports to:**

Manager, Innovation & Development

The Training Coordinator works under the direction of the Manager, Innovation & Development and works collaboratively with managers and team leaders to provide training coordination support to ensure the principles of consumer directed care and Saint Hilarion Aged Care values of respect, trust, compassion and accountability are embedded throughout the organisation.

### Key Duties and Responsibilities

1. Identify and analyse training requirements recommending cost effective methods to build workforce capacity and capability to meet consumer needs.
2. Plan, coordinate, facilitate, evaluate organisational training initiatives including assessment centres, regular staff orientation sessions as well as identified approved training and assessment needs as required.
3. Promote and foster ongoing professional development and learning as a shared responsibility.
4. Assist to embed sustainable workforce cultural change strategies in a diverse and inclusive environment that may include coaching and mentoring as required.
5. Undertake any other duties as required by the Manager, Innovation & Development and Chief Executive Officer.
6. Understand and apply the Aged Care Quality Standards 2019
7. Undertake all responsibilities in a safe manner in accordance with organisational values, culture, Code of Conduct, policies and procedures and guidelines for best practice.

### Essential Selection Criteria

1. Certificate IV Training and Assessment.
2. Proven training experience (minimum 5 years) in similar positions incorporating online learning methods
3. Demonstrated understanding of the Aged Care Quality Standards 2019
4. Ability to develop and facilitate innovative learning initiatives.
5. High level interpersonal and effective communication skills that enhances the SSH values, care and service principles and guidelines. A genuine commitment to supporting and encouraging people to grow and develop in their roles.
6. High level written communication skills

### Desirable Selection Criteria

1. Demonstrated experience in Aged Care to support cultural change to improve quality standards
2. High level coaching and mentoring skills
3. Proven assessment and evaluation skills.
4. Ability to project manage and coordinate multiple projects and organisational requirements.