



ACFE Coordinator

Position description

Position	ACFE Coordinator
Team	Education
Employment type	Part-time fixed term
Hours	0.6 EFT (3 days per week)
Location	Bentleigh
Reports to	Education Manager
Effective date	

About TaskForce

Since 1973, TaskForce has provided specialist support for people in serious need in Victoria. Our core services focus on addressing social issues of alcohol and other drugs, unemployment, mental health and high risk taking behaviours, supporting our clients to transition back into “mainstream” services and supports. The people who access our services have experienced significant disadvantage or a crisis in their lives and as a result are prevented from reaching their potential.

Program and Position Overview

This position will report to the Manager, Education Services. The ACFE Coordinator will coordinate ACFE funded and Fee for Service training as required. The role will assist with the development of appropriate curriculum and teaching and learning strategies and deliver Fee for service training. This role will also include a component (one day per week) of assisting the Education Manager to engage stakeholders and design and develop Training products based on service demand.

The position will also be the Clinical and Educational Supervisor for the ACFE Programs and oversee the professional development and training of the team.

Duties & Responsibilities

Training responsibilities

- Coordinate the delivery and oversee ACFE funded courses.
- Manage the student selection process into the ACFE Training Programs.
- Deliver programs and develop appropriate curriculum and teaching and learning strategies in accordance with the Department of Education and the ACFE Board.
- Provide regular reports of the progress of Programs to the Education Program Coordinator.
- Maintain accurate records of student attendance, progress and outcomes
- Ensure up-to-date record keeping in line with AVETMISS compliant systems such as Vetrak.
- Keep office staff informed so that they can maintain student enrolments, unit selections, assessments and results in accordance with the requirements of HESG.
- Prepare required reports from funding bodies within timelines

Trainer responsibilities

Under the guidance of the Manager Education Services, the trainer will deliver professional development training programs ACFE funded programs and other fee for service training.

- Facilitate structured training sessions to other professionals for professional development purposes.
- Utilise a variety of instructional media/materials that are appropriate to the learning outcomes.
- Monitor attendance and progress of attendees both all the venues where the program is delivered.
- Maintain all relevant documentation for the conduct and evaluation of the components of the program in which they are involved and provides written reports where necessary.
- Provide regular updates of the progress of programs to the relevant supervisor.
- Maintain confidentiality of attendee information and files as appropriate.

Professional Development

- As part of the annual Performance Plan, in collaboration with your Manager, identify one's own professional development needs and attend relevant training, as approved by the manager.
- Participate in regular Team meetings as scheduled support staff development and conduct staff supervision in line with TaskForce policies

Skills and Experience (Key selection criteria)

- A base qualification equivalent at least to Diploma level in the teaching department's area, together with TAE40110 Certificate IV in Training and Assessment.
- Demonstrated experience in teaching or industry training in the relevant teaching program offered by RTO particularly Certificates in General Education for Adults.
- Good organisational and administration skills, with attention to detail and an ability to work to strict time lines.

- Demonstrated experiencing in coordination, planning and overseeing the smooth delivery of Educational programs
- Demonstrated experience in leading and supervising staff.
- Demonstrated experience in teaching or training, especially for Students with a non-English speaking background or a low Language, Literacy, Numeracy Skills.
- Ability to exercise judgement, respond creatively, be flexible and adaptive in a variety of situations.
- Sensitivity to and understanding of issues affecting socially disadvantaged groups.
- Well developed oral communication skills and relationship management skills, including an ability to deal sensitively and confidently with the general public.
- Well developed skills and knowledge of Microsoft office suite, in particular; Microsoft Word, Excel, Powerpoint, Outlook, Publisher, Internet.

Desirable: Accredited Mental Health First Aid Trainer

Terms and Conditions

- Employment conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010.
- As an organisation with public benevolent institution (P.B.I.) status, TaskForce offers all staff the opportunity to take up generous Salary Packaging.

To be employed in this position a person must:

- Be available to travel to different training sites as required
- Undergo a police check and a Working with Children Check. Offers of employment are subject to the results of these checks.
- Familiarise themselves with, and observe all TaskForce business, community and human resources policies, procedures and practices.
- Follow TaskForce code of conduct, promote the interests and reputation of the agency and refrain from acting in way that would conflict with the best interests of TaskForce.

This position description is accepted by:

Job Holder

Date: __/__/____

Our values



Client centred

We strive to support our clients and their extended networks to change their circumstances. We will collaborate so that our full range of services and supports are wrapped around them enabling each to reach their full potential.

Innovation and best practice

We will be cutting edge in all that we do leading to evidence-based best practice within the sector. Our people will be passionate and motivated to make a difference.



Thought leadership

We are committed to addressing the tough moral challenges faced and sensitivities that abound in our sector, leading consequent debate and adapting as broader positions held by society evolve.



Honesty and integrity

We do our utmost to communicate openly, honestly and respectfully. We collaborate and share accountability with colleagues and clients alike. We acknowledge that as we learn, mistakes may be made but that this learning will make us stronger.



Trust, respect and self care

We collaborate to create a work environment built on trust and respect where our people and consortium partners are supported and challenged to lead best practice. We recognise that responsibility for self-care is also a foundation to achieve excellence in the services we deliver.