

Position Title	Actor - Community Services
Portfolio	Education
Division	Health and Community Services
Department/Cost Centre	Community Services - 01841
Classification	Specialist Staff Level 2
Position Number/s	101992
Reporting to	Senior Educator – Health and Community Services
Supervises	NIL

Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

To better meet the demands of the fast paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none.

Our campuses are located throughout the southwest Victoria region, including Warrnambool, Hamilton, Portland, Colac and Sherwood Park with a further delivery site at Glenormiston.

Our **Ambition** is to provide future focused education that creates a lifetime of opportunity and employability.

Our **Purpose** is to deliver a modern and fresh approach to helping generations develop the skills they need for the futures they aspire to.

Our **Values** are:

- **Integrity & Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect & Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

Division Overview

The Health and Community Services division is responsible for the delivery of Health, including Diploma of Nursing and Community Services courses including; Community Services, Individual Support and Disability programs across all the Institute's campuses. It also offers a range of short courses to the community.

The department has staff based at Warrnambool, Portland, Hamilton and Colac but may also conduct programs in other regions of Victoria, including

Position Overview (Your Opportunity)

South West TAFE through the Health and Community Service department delivers training and assessment in the following programs: Certificate II, III and Diploma of Community Services, Certificate III in Individual Support, Certificate IV in Disability, Course in Introduction to the NDIS and the Diploma of Nursing. These programs prepare people to work professionally and effectively, to provide person-centred care and support to those in need in our community.

Actors provide acting services on behalf of the Health and Community Services department.

Actors are responsible for the delivery of simulated client role plays to assist students to encounter and respond to a range of simulated case studies. These simulated assessments assist students to be prepared to work in community services with clients when fully qualified. The work requires following case study outlines provided to actors to simulate a real client for students during practical assessment tasks. The role requires people who can read and interpret case studies and authentically represent a client during assessment sessions.

The assessment case studies simulate people who have experienced a range of difficult, distressing or traumatic experiences, for example, family violence. Other case studies may involve mental health and addiction issues. In order to successfully demonstrate these roles actors must have a demonstrated ability to show understanding and empathy.

Actors are expected to work effectively as members of a team and conduct themselves in a professional manner at all times, operating safely, ethically and confidentially.

Key Accountabilities

All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation,

These accountabilities include but are not limited to:

Your Position

- Act out a variety of simulated clients as per provided case studies
- Providing a consistent account of the case for each student as per the script/case study to ensure equity for students
- Arrive on time for acting appointments or notify the appropriate person within SW TAFE if unable to make the appointment.
- Be appropriately dressed as the case study character being delivered on each occasion
- Seek advice and clarification from SW TAFE contact regarding case study well in advance if required
- Provide honest feedback to teaching staff when requested
- Maintain accurate records of completed role plays
- Attend relevant meetings as requested

Your Organisation

- Recognise areas in which guidance and support is required from the Manager and seek appropriate assistance
- Keep up to date with relevant industry information and best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

- Experience working as an actor/actress ideally in health and/or community service sector programs
- Experience in acting using a range of client issues
- Knowledge of issues facing clients within community services or the capability to research issues presented within the case studies
- Undertake regular acting practice to maintain acting abilities
- Knowledge and ability to work effectively with adult learners

Qualifications and Requirements

Mandatory requirements

- Employee Victorian Working with Children and satisfactory Police Check

Highly desirable requirements

- Relevant qualifications or experience in the Community Services sector

Additional Information

- South West TAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply
- South West TAFE promotes the safety, wellbeing and inclusion of all children including those with a disability
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2016
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager		
Approved by	Department Executive Manager		
P&C review	People & Culture		
Agreed by	Incumbent		