

# TOR AGED CARE TRAINER



## TERMS OF REFERENCE (TOR)

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Location	Tongatapu
Expected Duration	September 2023 to August 2025
Application Deadline	Monday, 25 <sup>th</sup> September 2023
Position	<b>Aged Care Trainer</b>

### 1. Overview of Role

The Aged Care Trainer will provide training for the Aged Care Givers of the Ma'a Fafine mo e Famili Inc. (MFF), in Nuku'alofa, Tonga. The Aged Care Giver will also create a training curriculum and schedule to train new Aged Care Recruits and also to upgrade and renew the skills of current Aged Care Givers. They will be a member of the MFF's trainers who provide training for ACGs, staff and participants in trainings provided by the organisation.

### 2. Background

The Ma'a Fafine mo e Famili (MFF) is a Non-Government Organisation (NGO) which was formally established on the 15<sup>th</sup> April 2008. We are firstly a women's rights organisation and we have evolved to include, children, the elderly and those living with disabilities in our portfolio. We basically conduct counselling for victims of violence especially women, children, the elderly and we also refer them to the services that they need such as to the hospital, the police and legal services. We also run outreach training on legal literacy and transformational leadership to women and nowadays men, on their rights within the Constitution and the laws of Tonga. If there is a right that needs to be recognized, we research into it and lobby for it. Our *National Study on Domestic Violence Against Women 2012* was used as baseline for the formation of the *Family Protection Act 2013*. Our study on the *Experiences and Needs of Children Including those living with Disabilities, 2018* is now baseline for the drafting of the *Children's Protection Policy, 2023*. Another important element of our work is caring for the elderly, 60 years and over on Tongatapu, Ha'apai and 'Eua, Niuafoou and Niuafo'ou. We have been doing this for the government since 2012.

Through the Tonga Australian Support Platform (TASP), MFF has been awarded grants that will enable them to deliver quality services to their target audiences whom are elderly clientele and young women leaders.

### 3. Purpose of the Role

The Aged Care Trainer will develop an Aged Care Giving Curriculum, train the Aged Care Givers (ACGs) and ensure that all MFF ACGs will be trained and will be able to continue on their training in established training institutions to become Certified Aged Care Givers.

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## 4. Roles and Responsibilities

- To create a basic curriculum to train all Aged Care Givers (ACGs) in the MFF
- Create activities that will ensure that the content of the training is relevant and meets the needs of the MFF's clientele
- Design the training schedule to ensure that all ACGs have the opportunity to participate in the trainings
- Work together with experienced MFF ACGs in the design of curriculum and also in the training
- Ensure that all family caregivers are trained at the MFF
- Has experience in writing a curriculum
- Has experience in teaching
- Has experience in Care Giving
- And any other responsibilities as directed by the Director of the organisation.

## 5. Essential Criteria

- A Vocational Education Training (VET) sector qualification in Aged Care Giving most preferably Certificate IV in Training and Assessment (TAE40116) or cert III in Individual Support (Disability, Aged or Home and Community). Must have current experience in Aged Care Giving to share skills and knowledge with new students in this field.
- Current and relevant and experience/qualifications in Disability or Aged Care sector
- At least 3 years experience working in a similar role, preferably for a regional program or donor-funded activity.
- Experience working in an environment involving high levels of change and complexity
- Computer proficiency and experience with computerised accounts packages including Excel, PowerPoint, and Word
- Prior experience working in a fast-paced environment and to strict deadlines, managing a complex and diverse workload, maintaining high levels of attention to detail whilst producing high quality outputs.
- Strong written and spoken in Tongan and English language skills.
- Excellent interpersonal and communication skills and experience in liaising with a range of partners, stakeholders, and vendors.
- Enthusiasm and ability to work as part of a team, while being able to work independently.
- Demonstrated ability to work collaboratively and effectively at a range of administrative levels in a cross-cultural setting.

**The Aged Care Trainer will report directly to the Director of the Organisation.**

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### *6. How to apply*

Interested candidates should submit their CV along with their application letter, 2 referees, police record, medical record and a copy of a valid driver's license. These can be sent via e-mail to [mfftonga@gmail.com](mailto:mfftonga@gmail.com) no later than 25<sup>th</sup> September 2023.

Only those who will be shortlisted, will be contacted.