

Job Description Form Community Care Educator (CS-021)



Position Title	Community Care Educator	Position Number	CS-021;
Work Group:	Corporate Services		
Work Unit:	Nindila		
Reports To:	Manager Nindila Training Centre		
Supervisory:	No		
Award	Aboriginal & Torres Strait Islander Health Workers & Practitioners & Aboriginal Community Controlled Health Services Award 2020 (Cth) NES Fair Work Conditions Contract of Employment		
Position Term	Ongoing – 37.5 hours per week		
DATE:	16.03.2023	No of Pages	5
REVIEW DATE:	16.03.2024	STATUS:	Draft/Active/Under Review
ENDORSED BY: (Chief Executive Officer)		DATE OF ENDORSEMENT	/ /

VISION STATEMENT

Bega Garnbirringu Health Services vision for the future is for a society in which Aboriginal and Torres Strait Islander people are not disadvantaged and share a quality of life with health standards and life expectancy equal to the non-Aboriginal and Torres Strait Islander community.

MISSION STATEMENT

Bega Garnbirringu Health Service's mission include the development and maintenance of a robust and diverse organisation that will provide sustainable, culturally appropriate and holistic health services to the Aboriginal and Torres Strait Islander people.

Bega Garnbirringu Health Service will address the social determinants of health and provide for clinical, educational and preventative health services and the development and retention of the skilled workforce necessary to achieve its mission.

ABOUT BEGA

Bega Garnbirringu Health Services (Bega) approaches health service delivery from a holistic perspective. This means that Bega seeks to close the gap in health outcomes for Aboriginal people through a multi-faceted approach that includes a high level of attention to the social determinants of health as well as clinical and primary health.

In order for this approach to be effective it is essential that all staff view their role through the eyes of the client and from a whole of organisation perspective. To this end it is essential that all employees be team oriented and prepared to work cooperatively in a multi-disciplinary environment. All employees must abide by their contract of employment and code of conduct and apply themselves to their duties with professionalism, integrity, ethical practice and with diligence.

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The organisation has a strong commitment to the provision of services that are culturally appropriate and safe for Aboriginal clients.

PURPOSE OF THE POSITION

To deliver education and training of potential Aboriginal Health Workers in Primary Health Care and other training products on the RTO scope in line with Nindila's policies and procedures in a time efficient manner and in consultation with the Training Manager.

To contribute as a team member to successful company performance and achievement of individual and team based Key Performance Indicators (KPI's).

KEY CLIENT AND STAKEHOLDER RELATIONSHIPS

External:

- Given the range of tasks, this position has contact with other RTOs.
- Liaise and maintain working relationships with a variety of organisations and stakeholder representative groups as required.
- Develop and maintain good client relationships as required.

Internal:

- Maintains close working relationships with all BGHS employees.

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RESPONSIBILITIES OF THIS POSITION

KEY RESULT AREA	POSITION RESPONSIBILITIES
Professional Services	<ul style="list-style-type: none"> ❖ Assist with recruitment, pre-assessment, selection and orientation of students; ❖ Deliver and assist with theoretical underpinning knowledge content during block training; ❖ Participate in the evaluation and assessment of student learning outcomes, and the maintenance of high-quality education standards; ❖ Contribute to effective education training programs through the provision of appropriate mentoring and flexible teaching strategies; ❖ Complete Professional Development required to maintain industry requirements; ❖ Provide guidance and support to students in placements; ❖ Deliver structured in-service professional development for the purpose of up-skilling Bega staff; ❖ Engage with external stakeholders to expand the opportunities for locally based practical placement training for students; ❖ Maintain training records for program delivery, enrolments, attendance and assessment processes; ❖ Liaise with relevant RTOs to develop and validate assessment strategies and resources; ❖ Evaluate, and if necessary, with the assistance of other internal stakeholders, modify existing learning materials to be culturally appropriate and in line with local community values and expectations. ❖ Design and develop learning materials that address identified needs and meet national competency standards; ❖ Liaise with Manager Primary Health in the identification and facilitation of Clinical placements for students; ❖ Comply with all Bega & Nindila policies and procedures currently in practice or that may be introduced from time to time.
Reporting	<ul style="list-style-type: none"> ❖ Ensure all reporting is collected, submitted and meets KPI requirements for BGHS and relevant funding agreements; ❖ Assist and or/provide regular reports as directed; ❖ Ensure regular data is input into databased or other computer software/programs as required;
Organisation and Administration	<ul style="list-style-type: none"> ❖ Plan and establish priorities to ensure effective use of time; ❖ Contribute ideas to the Nindila Training team for inclusion on Bega's program of continuous improvement; ❖ Contribute to the ongoing development of internal policy and procedures; ❖ Attend and participate in staff meetings and complete staff surveys on request;
Communication	<ul style="list-style-type: none"> ❖ Effectively communicate and maintain sound relationships with clients, stakeholders and all BGHS employee's; ❖ Maintains confidentiality and demonstrate compliance with relevant Privacy Legislation;

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KEY RESULT AREA	POSITION RESPONSIBILITIES
	<ul style="list-style-type: none"> ❖ Display respect, empathy and understanding with all employees, Board Members and other stakeholders; ❖ Work collaboratively and cooperatively with team members to ensure quality outcomes; ❖ Work collaboratively across organisation boundaries as required;
Education	<ul style="list-style-type: none"> ❖ Attends relevant training courses and professional development including mandatory training as required by Bega, VET and industry.
Physical Environment and Safety	<ul style="list-style-type: none"> ❖ Report and document incidents and accidents in accordance with Bega policies and procedures; ❖ Recognise potential hazards in the workplace and contribute to the development of strategies to remove or reduce the risk to an acceptable level; ❖ Maintain a safe environment for all employees within Bega; ❖ Adhere to correct fire safety procedures and attend fire drills as required; ❖ Ensure compliance with Work Health and Safety (WHS) policies and procedures as set by BGHS and as set out under the Work Health and Safety Act 2020

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COMPETENCY PROFILE FOR THIS POSITION

Competencies are the specific knowledge, skills and attributes needed to successfully undertake this role. The profile is used for recruitment, performance review, planning, and training and development activities.

QUALIFICATIONS, SKILLS, EXPERIENCE AND KNOWLEDGE

ESSENTIAL:

- Certificate IV or Higher in Mental Health or Community Services Qualifications.
- Certificate IV in Training and Assessment (TAE40116) or equivalent.
- Demonstrated ability to develop, deliver and evaluate effective and appropriate training and education programs.
- Demonstrated knowledge and understanding of cultural factors and social determinants particularly relating to Aboriginal Health.
- Sound knowledge and understanding of Primary Health Care
- Effective communication and interpersonal skills including the ability to operate within a multidisciplinary team.
- Demonstrated organisational and time management skills along with an ability to adapt to changing needs;
- Current Working with Children Check and Current Police Clearance (valid within 3 months)

DESIRABLE:

- Knowledge of 2015 RTO Standards.
- Demonstrated knowledge and understanding of cultural factors and social determinants particularly relating to Aboriginal Health.
- WA "C" Class drivers' licence.
- Demonstrated high-level word processing skills and sound knowledge of Microsoft Office software packages.
- Ability to travel around the region as required.

Conditions of Appointment:

Provide Bega Garnbirringu Health Service with the following requirements prior to commencement of employment;

- Valid Working with Children Check (WA)
- National Criminal History Check Certificate (Police Clearance - valid within 3 months)

EMPLOYEE

I (Full Name) _____ have sighted and accept this duty statement and acknowledge the expectations that will be held of me in relation to my role at Bega.

SIGNATURE _____ **DATE** _____