

## Position Description



<b>Title:</b>	Counselling Services Educator (Trainer)
<b>Unit:</b>	Education and Training Services
<b>Reports To:</b>	Senior Social and Emotional Wellbeing Educator
<b>Direct Reports:</b>	Nil
<b>Time Fraction:</b>	Full time
<b>Employment Status:</b>	24 months
<b>Location:</b>	17-23 Sackville Street, Collingwood 3066

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### Organisational Overview

VACCHO is the peak representative for the health and wellbeing of Aboriginal people in Victoria. We lead and support Aboriginal Community Control and the broader health and social services sector to deliver transformative health and wellbeing outcomes for Victorian Aboriginal communities. Our vision is for vibrant, healthy, self-determining Aboriginal communities. Our strategic plan; *On Solid Ground (2021-26)* outlines our bold steps to get there.

### Unit Overview

VACCHO'S Education and Training Unit (ETU) is responsible for maintaining VACCHO as a Registered Training Organisation. ETU plays a key role in achieving the short and long-term goals of the VACCHO membership and the development of a highly skilled Aboriginal Health Workforce and Aboriginal Community Controlled Health Sector in Victoria. VACCHO's ETU commitment is to building on individual and community knowledge that values Aboriginal culture and contributes to community self-determination.

### Role Overview

The major focus of this position is the design and delivery of counselling and community services, and related accredited and non-accredited training. The role includes the design and delivery of training to aspiring Aboriginal and/or Torres Strait Islander people, as well as people who work in roles supporting Aboriginal and/or Torres Strait Islander people, in addition to assessment activities and contribution to training materials and resources for VACCHO courses.

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<b>Version:</b>	<i>6</i>	<b>Review:</b>	<i>30/06/2023</i>
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## Key Responsibilities

- Facilitating and contributing to the development, delivery, assessment, validation, and moderations of accredited training programs from the Community Services and related training packages, as well as non-accredited training courses, in accordance with VACCHO's ETU policies and procedures.
- This may include the following broad tasks:
  - Delivering training workshops, incorporating simulated learning, on and off-the-job assessments and appropriate on-the-job activities.
  - Conducting assessments using a variety of methods including paper-based, Recognition of Prior Learning, online, and workplace projects.
  - Developing and modifying resources to suit the needs of students and employers ensuring currency and version control of all learning and assessment resources and texts.
  - Ensuring compliance with Australian Skills Quality Authority, professional accreditation bodies, and funding body requirements.
  - Assisting with the design and documentation of Training and Assessment Strategies, Training Plans, and other related documentation.
- Work within the team working as an effective team member, providing assistance and support to the Unit as request to meet Unit Objectives.
- Meet requirements for student and general administration tasks including record keeping associated with the delivery of training programs and assessment finalisation for students:
  - Posting results and conducting other student administration in line with VACCHO ETU policies and procedures and funding and registration body requirements, including using VACCHO's Student and Learning Management Systems.
- Ensure compliance with all relevant legislation for the relevant state/straining is conducted in;
- Ensure the key principles of *Culture and Kinship; Our Choice, Our Way; and Knowledge* are embedded throughout your work and the work of your team
- Regular attendance and participation at Education and Training Unit meetings, program meetings, staff and other meetings.
- Undertake other duties, which are appropriate to the level of the position, as directed by the Unit Manager to meet Unit objectives.

## Compliance with VACCHO Standards

- VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait to apply for all positions advertised (*Equal Opportunity Act 2010*). We are committed to ensuring our workplace and member services support also reflect this. Everyone is welcome at VACCHO and candidates regardless of age, cultural background, ethnicity, gender, sexual orientation or religious affiliation are encouraged to apply.
- VACCHO is committed to welcoming and embracing the diversity of cultures, identities, gender, sex, and sexually diverse identities and expressions, experiences, beliefs, and values of all people. VACCHO believes in the right for all people to be treated with the respect and dignity at all times, and that all people who work for, govern or undertake work at or visit VACCHO should at all times feel safe and included at VACCHO.
- VACCHO requires all employees to comply with all work health and safety rules, regulations and relevant Codes of Practice (*Victorian Occupational Health and Safety Act 2004*).

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- VACCHO requires employees to participate in and promote our quality control, risk management, safety and compliance systems. This includes participating in the development and application of VACCHO's policies and procedures, as well as the identification, reporting and management of risks. This includes adherence to all VACCHO Quality Management System (QMS) ISO 9001:2015 requirements.
- VACCHO requires employees to adhere to a *Code of Conduct*, including commitment to confidentiality and conflict of interest declarations.
- VACCHO requires employees to follow all health and safety directions in relation to COVID-19 (including, but not limited to, VACCHO's directions, Public Health Orders, and Victorian Chief Health Officer directions).

#### Other Employment Related Information

- A National Police Records Check is required as a condition of employment.
- A current Working with Children Check is required.
- A current Victorian Drivers Licence is required, and a copy is to be provided before any expiry date. The position may require travel throughout the state of Victoria and occasional interstate travel.
- Reasonable and valid evidence that you have received both the first dose and second dose of a COVID-19 vaccine is required and any booster shots when required. We note that evidence must be derived from a record of information that was made under, or in accordance with, the *Australian Immunisation Register Act 2015* (Cth). This may include a letter from a medical practitioner, a certificate of immunisation or an immunisation history statement obtained from the Australian Immunisation Register. VACCHO will also consider a current medical certification from a medical practitioner that an employee is unable to receive both doses due to a medical contraindication or acute medical illness, but VACCHO will have absolute discretion as to whether or not to accept this exception – after genuinely considering its duty of care and legislative obligations to all workers and visitors]

#### Key Selection Criteria

- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control.
- Demonstrated ability to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream health organisations.
- Demonstrated capacity to manage sensitive information, maintain confidentiality and remain impartial at all times.
- Self-motivated and demonstrated ability of working independently with minimal supervision, and as an effective team member, promoting cooperation and commitment to achieve goals.
- A flexible approach, with strong organisational and planning skills, including the ability to effectively manage time and workload, prioritise tasks, and meet changing circumstances, competing demands, interruptions and deadlines.
- Demonstrated proficiency and experience using Microsoft applications (e.g. Microsoft Word, Excel, Outlook) combined with a high level of accuracy and attention to detail.

#### Desirable

- Identifies as Aboriginal and/or Torres Strait Islander (include if not an identified position)

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**Position Description Acceptance**

I have read and, understood the above Position Description and agree to carry out the duties listed in my position description.

**SIGNED** by the **EMPLOYEE**

.....  
Name

Signature

Date

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