

## POSITION DESCRIPTION

<b>Position Title</b>	Community Educator
<b>Reports To</b>	Schools & Community Manager
<b>Department</b>	Schools & Community
<b>Location</b>	Box Hill & Melbourne CBD
<b>Direct Reports</b>	Nil
<b>Award &amp; Classification</b>	Health Professionals & Support Services Award 2020
<b>Date Reviewed</b>	June 2022
<b>Next Review Date</b>	June 2023

## POSITION PURPOSE

This role requires the modelling of excellence in education and learning practices through the provision of exemplary demonstration lessons, and through the mentoring and coaching of health and community workers and professionals to improve their confidence, skills, knowledge, and effectiveness when delivering Relationships and Sexuality Education programs within community and school settings on a state-wide basis.

## SPECIFIC ACCOUNTABILITIES

Typical duties include but are not limited to:

- Provision of effective health promotion and education services regarding RSH education in individual and group settings to young people and the youth and community work sector, agencies and organisations that work with young people
- Deliver RSH information that is in line with health promotion strategies as directed by the Schools and Community Manager, could include but not limited to BBV/STI risk reduction, contraception options, Affirmative consent education and pregnancy options information
- Delivery across metropolitan, rural, and regional Victoria

### Education & Training

- Model exemplary education practices
- Provide professional learning opportunities for community professionals with the aim of improving confidence, knowledge, and skills in delivering RSH education
- Mentor and/or coach youth and community workers and professionals and model effective learning practice by supporting youth and community workers and professionals to analyse and act on feedback about their current teaching practice
- Adhere to child safe environment policies in accordance with the Child Safe Standards as required
- Collaborate with colleagues to design and refine expert learning resources and activities that can be shared with the youth and community workers and the professional workforce
- Effectively use information technology to develop resources and inform practice
- Engage with SHV's Learning Management System to facilitate online learning opportunities for educators

### Community & Advocacy

- Work with external organisations, in both collaborative and advisory roles, to contribute to specialist educational resources
- Provide learning opportunities for parents and carers, including foster and kinship carers (as the principal educators of children and young people) with the aim of improving confidence, knowledge, and skills in discussing relationships and sexuality with their children/young people
- Liaise with community and school groups as required to confirm and conduct sessions
- Liaise with schools, parents, and community groups to assist them to address related sexual health education issues as required

### General

### Research and Evaluation

<ul style="list-style-type: none"> <li>• Comply and participate with OH&amp;S legislation and operate in accordance with established Health, Safety and Wellbeing practices and procedures</li> <li>• Commit to best practice and continuous improvement in all aspects of education and service delivery</li> <li>• Adhere to SHV's policies and procedures and relevant legal requirements</li> <li>• Advise your manager of issues of concern as they arise and make recommendations for improvements</li> <li>• Work in accordance with program budget guidelines</li> <li>• In addition to the duties and key result areas specified in this position description, perform any other tasks, duties and responsibilities appropriate to the position and any other reasonable duties specifically assigned</li> </ul>	<ul style="list-style-type: none"> <li>• Keep up to date with current educational practice and issues relating to sexuality education</li> <li>• Keep up to date with legislative changes relating to sex and relationships</li> <li>• Accurately record data as scheduled</li> <li>• Evaluate education programs</li> </ul>
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<b>RELATIONSHIPS</b>	
<b>Internal</b>	<b>External</b>
Schools & Community team	Clients, partners, carers etc
Clinical Education team	General public
Service Delivery Director	Other allied health professionals, partners, and stakeholders
Other SHV employees	

<b>EXPERIENCE / QUALIFICATIONS</b>	
<b>Experience</b>	<b>Qualifications</b>
Experience working within and with community organisations, youth and community agencies and organisations	Relevant qualification within the education/health sector, including youth work, teaching, social work, nursing, disability work or community health
Demonstrated education and training delivery skills especially in delivering relationships and sexuality education.	Workplace Training and Assessment Certificate IV preferred
Commitment to the provision of high-quality education and training programs	
Ability to work as part of a team or autonomously	Required: <ul style="list-style-type: none"> <li>• Valid National police check</li> <li>• Valid Working with Children registration</li> <li>• Current valid driver's licence (recognised in Victoria)</li> </ul>

<b>SKILLS</b>	
Highly developed time management, priority setting and organisational skills	Highly developed written and verbal communication skills and proven interpersonal and problem-solving skill
Ability to work co-operatively and supportively with other staff	Self-motivated and an ability to work independently with minimal supervision and as part of a dynamic and flexible team
Strong client and interpersonal skills to establish trust and relationships	
Excellent MS Office program experience and skills	

## CORE COMPETENCIES

Make sound decisions	Think creatively / identify improvements
Meet customer needs	Build realistic plans
Manage execution	Show drive and initiative
Build support	Motivate others
Establish relationships	Foster open communication
Promote teamwork	Develop others
Establish trust	Adapt and learn from experience

## NOTES

- Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive. The company may require you to undertake additional responsibilities or work in other areas to those outlined in this position description subject to business requirements and your skills and competencies.
- *Diversity & Equal Opportunity*  
SHV is committed to providing respectful, inclusive services and work environments where all individuals feel accepted, safe, affirmed, and celebrated. With our commitment to embracing diversity and eliminating all forms of discrimination in the provision of reproductive and sexual health services, we welcome all people irrespective of cultural or linguistic background, sexual orientation, gender identity, intersex status, religion or spiritual beliefs, socio economic status, age, or abilities.
- A statutory requirement of every role requires that you ensure awareness and compliance with all legislation that impacts your work area, i.e., Work, Health & Safety.
- You must ensure that:
  - all activities are conducted in accordance with relevant Company policies, procedures, and practices.
  - uphold ethical standards and values and act with honesty, integrity, and good faith at all times.
  - ensure that you act in ways that advance the organisation's objectives, values, and reputation

## INCUMBENT STATEMENT

I \_\_\_\_\_ (Incumbent Name) have read, understood, and accepted the above Position Description.

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_