

## POSITION DESCRIPTION

<b>Position Title</b>	Disability and Community Educator PD
<b>Position Status</b>	Fixed Term Contract
<b>Reports To</b>	Manager Schools & Community
<b>Department</b>	Schools & Community
<b>Location</b>	Box Hill
<b>Direct Reports</b>	Nil
<b>Award &amp; Classification</b>	Health Professionals & Support Services Award 2020
<b>Date Reviewed</b>	February 2024
<b>Next Review Date</b>	February 2025

## POSITION PURPOSE

This role requires the modelling of excellence in educational practices to increase the ability of individuals with cognitive disability to make informed choices about their reproductive and sexual health, sexuality, and relationships, and to empower their families, carers, and professionals with increased knowledge, skills and capacity to support this client group.

## SPECIFIC ACCOUNTABILITIES

Typical duties include but are not limited to:

### Education & Training

- Model exemplary educational practices.
- Provide educational opportunities to foster the development of skills, independence, and quality of life for individuals with developmental and/or acquired cognitive disabilities about sexual and reproductive health (RSH).
- Provide tailored educational opportunities to address issues that may affect the function, independence, and social inclusion of individuals with disability, their families, and carers about RSH.
- Provide professional learning opportunities for education professionals to improve confidence, knowledge, and skills in delivering RSH
- Adhere to child-safe environment policies in accordance with the Child Safe Standards
- Collaborate with colleagues to design and refine expert teaching and learning resources and activities that can be shared with the educational and professional workforce.
- Effectively use information technology to develop resources and inform educational practice
- Effectively engage with SHV's Learning Management System to facilitate online learning opportunities for educators and professionals

### Workforce Development

- Participate in QI&CPD and professional learning and activities as part of staff commitment to professional development

### Community & Advocacy

- Work with external organisations, in both collaborative and advisory roles, to create and refine key documents including policy documents and specialist educational resources including Easy English and pictorial resources.
- Provide educational opportunities to support families and caregivers to enhance the reproductive and sexual health outcomes, social inclusion, and quality of life for people with disability
- Provision of professional advice and education consultations to support networks, including health and community professionals and families, regarding the sexual and reproductive health of people with cognitive disability.
- Represent SHV at key community and educational events, conferences, and stakeholder meetings to promote and advocate for the provision of RSH for people with disabilities.

### Risk Management

- Undertake reflective practice to include identification of opportunities to minimise risk

<ul style="list-style-type: none"> <li>Participate positively within the multidisciplinary framework of SHV by undertaking duties that will contribute to the efficiency of school and community education, as requested</li> <li>Participate in continuing education so as to contribute to the maintenance of professional quality assurance</li> <li>Maintain professional practice in accordance with professional registration requirements and registration if applicable.</li> </ul>	<p>and enhance client safety, quality of care and experience</p> <ul style="list-style-type: none"> <li>Work in line with organisation policies and procedures</li> <li>Report any incidences, near misses or ethical dilemmas to the Schools &amp; Community Manager or appropriate Executive staff</li> <li>Seek support from other colleagues when presented with challenging problems</li> </ul>
<b>Other ad-hoc Tasks</b> <ul style="list-style-type: none"> <li>Work in accordance with program budget guidelines</li> <li>Participate in ad hoc projects as assigned from time to time.</li> </ul>	<b>Research and Evaluation</b> <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>

POSITION DIMENSIONS / PERFORMANCE TARGETS	
Position Dimensions	Performance Targets
Accuracy	Aim for 100% accuracy
Meeting deadlines	All session commitments need to be met 98% of the time, whether it be weekly, monthly or annually

RELATIONSHIPS	
Internal	External
SHV Schools & Community team and Manager	Schools and community organisations
Director Strategy, Operations and Performance	Other educational and training service providers
Other SHV employees	General public
	Government departments & other stakeholders

EXPERIENCE / QUALIFICATIONS	
Experience	Qualifications
Extensive experience in working within and with disability and community organisations.	Qualified Disability/community educator or equivalent
Demonstrated education and training delivery skills preferably in delivering relationships and sexual health education.	Workplace Training and Assessment Certificate IV or equivalent desirable
Commitment to the provision of high-quality education and training programs	Post Graduate qualifications desirable
	<b>Required:</b>
	<ul style="list-style-type: none"> <li>Valid police check</li> <li>Valid Working with Children Check</li> <li>Valid current driver's licence (recognised in Victoria)</li> </ul>

SKILLS	
Demonstrated program management skills	Excellent communication and interpersonal skills to develop constructive relationships with individuals,

	parents/carers, community professionals, stakeholders and colleagues
Ability to plan, prioritise and meet deadlines	Excellent stakeholder engagement skills and the ability to work collaboratively with a broad range of groups
Excellent computer skills in the Microsoft Office suite	Adopting a proactive approach to identifying and developing opportunities to assist SHV
Online/remote service delivery skills	

### KEY LEADERSHIP COMPETENCIES <what key leadership competencies would you like to see demonstrated – delete as appropriate M = Manager; E = Employee>

Make sound decisions	Think creatively / identify improvements
Meet customer needs	Build realistic plans
Manage execution	Show drive and initiate
Establish relationships	Foster open communication
Promote teamwork	Adapt and learn from experience
Perform ethically	

### 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

Manager Signature: \_\_\_\_\_

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

### INCUMBENT STATEMENT

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

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

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

