

Position Description

Title	Lead Educator, Workforce Development
Business Unit	AOD, Mental Health, Carer Services and Tasmania
Location	Coburg and Prahran
Employment type	Part Time, Ongoing
Reports to	Team Leader, AOD & Mental Health Training and Capacity Building

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

This role is responsible for overseeing the Earn and Learn Program, including providing supervision and education to 8 Mental Health and Wellbeing Trainees who will be employed within our Mental Health programs for 12 months, whilst concurrently studying their Certificate IV in Mental Health. Additionally, this role will engage with a network of mental health and wellbeing educators across other organisations in the continued coordination and development of the Earn and Learn Program.

2. Scope

Budget: Work within the Budget of the Earn and Learn Program.

People: 8 direct reports (Earn and Learn Trainees across Metropolitan, Gippsland, Ballarat and Horsham).

3. Relationships

Internal

- Manager AOD, Mental Health & Wellbeing
- Team Leader, AOD & MH Training and Capacity Building
- Mental Health / AOD Team Leaders

Position Description

Lead Educator, Workforce Development

- Earn & Learn coordinator (Gippsland Uniting Services)
- Mental Health and Wellbeing Trainees

External

- Department of Health
- Mental Health and Well-being Educators within other organisations

4. Key responsibility areas

Service delivery

- Participate in the development of the mental health workforce.
- Support workforce development and program capabilities to successfully engage and support the employment of trainees.
- Work with Earn and Learn Trainees to identify training and education needs and create professional development plans.

Administration

- Develop and coordinate workplace supports for mental health trainees including line management, supervision, mentorships, individualised development plans, group learning and reflective practices.
- Liaise with universities and training institutions regarding the provision of support to participants of the mental health traineeship program and further development of student placement programs.

Quality and risk

- Participate in Department of Health Mental Health Workforce Development activities such as Communities of Practice.
- Support and facilitate the Department of Health's evaluation of the Mental Health Traineeship program.
- Work in partnership with the training program leads to develop a tailored training program focusing on essential skills and capabilities associated with Community Mental Health Programs.
- Commit to the continuous quality improvement of the Earn and Learn Program.

People and teams

- Establish, lead, coach and inspire an engaged and productive team.
- Lead the team in best practice and effective process governance.
- Provide support, guidance, coaching, leadership, and empowerment to the team including feedback through performance reviews and regular supervision.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships.
- Promote and maintain a positive, respectful and enthusiastic work environment.
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.

Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.

Position Description

Lead Educator, Workforce Development

- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organisation

5. Performance indicators

- Each year 8 Mental Health and Trainees complete 12 months of employment and their Certificate IV in Mental Health.

6. Person specification

Qualifications

- Certificate IV in Mental Health and extensive experience working in mental health services OR
- Formal Tertiary Qualifications in Psychology, Social Work, OT, Psychiatric Nursing, Youth Work, or other Allied Health Disciplines.

Experience

- Demonstrated understanding of the mental health and wellbeing sector.
- Previous experience in providing supervision of staff and Trainees.
- Strong leadership skills and experience with the ability to work effectively with management, staff, and stakeholders.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- Project Management: proven capability to scope, plan, manage and deliver on mental health projects.
- Supervision Skills: proven ability to Supervise, Mentor, and Coach a team
- Learning and Development: proven ability to develop and implement learning structures, education and supports.
- Stakeholder Relationships: proven ability to partner with and influence a broad range of stakeholders.
- Communication: highly developed written and oral communication skills, and can competently and confidently communicate with a broad range of stakeholders

Position Description

Lead Educator, Workforce Development

7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: