

Position Description



Title:	Counselling Services Educator
Unit:	Education and Training
Reports To:	Senior Educator, Social and Emotional Wellbeing (structure under review)
Direct Reports:	N/A
Time Fraction:	Full Time
Employment Status:	24 Months
Location:	17-23 Sackville Street, Collingwood 3066

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

The VACCHO RTO Unit plays a key role is 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. The RTO Unit specialises in training programs for the expanding Aboriginal Health Workforce and has specialist expertise in Aboriginal and or Torres Strait Islander Primary Health Care.

The RTO support all Aboriginal and/or Torres Strait Islander people regardless of age, educational achievements and/or past qualifications and to encourage Aboriginal and Torres Strait Islander people to obtain a qualification in an area they are passionate about.

The RTO will enable Aboriginal and Torres Strait Islander students to take the theory and skills they learn whilst they are studying and apply this knowledge to the work they are doing in the workplace.

The RTO endeavours to support students with important Cultural mentorship, guidance and supervision as they progress within the workplace and through their study.

VACCHO's RTO unit is a Registered Training Organisation (Reg No: 20739).

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Role Overview

The focus of this position is the delivery of, community services programs (including re-design where necessary), and delivery of related non-accredited training programs, to Aboriginal and/ or Torres Strait Islander peoples living in Victoria.

The primary role is the 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, design and resources for VACCHO courses.

Key Responsibilities

- Facilitating and contributing to the development, delivery, assessment, validation, and moderations of accredited training programs from the Social and Emotional wellbeing stream 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 System (VETtrak).
 - Ensure compliance with all relevant legislation for the relevant state/s where training is conducted.
- Undertake other duties, which are appropriate to the level of the position, as directed by your manager to meet Unit objectives and the Manager Health and Culture.
- 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.

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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*).
- 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 current National Police Records Check is required as a condition of employment.
- A current Working with Children Check is required as a condition of employment.
- Undertaking VACCHO Cultural Safety Training is required as a condition of employment.
- 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.
- Right to Work in Australia (i.e. current passport / citizenship certificate / birth certificate / working visa)
- Not a disallowed person.
- 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

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- Have at least 3 years work experience or vocational practice/engagement/environment in Health.
- Minimum TAE40116 Certificate IV in Training and Assessment or higher-level qualification in adult education, experience teaching adults in the vocational education sector or the ability to undertake and complete the Certificate if and where necessary.
- Recent work experience or vocational practice/engagement in relation to counselling, community services, social work, or psychology.
- A qualification in counselling, community services, psychology, social work, or a related field (*at a minimum of Certificate IV level*).
- Strong written communication skills, including the ability to develop learning resources.
- Knowledge and experience of the Vocational Education and Training system, the Australian Quality Training Framework, and the Australian Qualifications Framework.
- Intermediate proficiency in information technology, including Microsoft Word, Excel and Outlook, and ability to use an online student and learning management system.
- *Demonstrated ability to work or learn to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream health organisations.*
- Excellent interpersonal and communication skills to liaise effectively with a wide range of people; develop and maintain effective working relationships, characterised by co-operation, trust and mutual respect.
- Strong organisational and planning skills, including the ability to effectively manage time and workload, determine priorities and manage multiple tasks to deadlines. A flexible approach with an ability to adapt to changing circumstances and priorities is required.

Desirable

- Demonstrated ability to work or learn to work with Aboriginal organisations, communities, and individuals in culturally appropriate ways as well as an understanding of the philosophy and practice of Aboriginal Community Control.
- Experience working in an education or related setting supporting students with a range of educational or leaning barriers.

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

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Signature:

.....
Name:

.....
Date:

SIGNED by the MANAGER

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Signature:

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Name:

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Date:

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