JOB DESCRIPTION FORM

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| Effective date of document  | July 2015  |
| Award  | ACCHS  |
| Award Type | Modern 2010  |

**POSITION IDENTIFICATION**

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| **Title:** | **RTO Educator**  |
| **Reports to:** **Supervision of:**  | **RTO Team Leader**  |
| **Relationships – Internal*** Clinical Services
* Corporate Services
* KRS
* **External**
* KAMS Member Services
* Notre Dame University
* KTI
* TAC
* ABSTUDY
* WACHS
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| **Duty Statement** |
| This is role is responsible for the national recognized job ready education of Aboriginal Health Workers for KAMS and its members in accordance with the national standards of a registered training organistion. This role may also from time to time be required to deliver other training as required. **Kimberley Aboriginal Medical Services is a smoke-free organisation and smoking is prohibited in and around all buildings, vehicles and grounds.** |

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| **Key Responsibilities****Planning** * Planning of the Certificate 3 & 4 Aboriginal Health Worker (AHW) training Programs and any other relevant programs as directed. E.g. time tables, session plans, guest speakers
* Ensure all materials for each unit of competency are updated and ready for the commencement of each block.
* Together with the RTO admin ensure that all facilities and tools required for training are ready prior to student commencement.
* Participation in the recruitment of students for the AHW Programs, conducting assessment of each student in accordance with regulatory requirements.
* Participate in planning meetings as required

**Delivery*** Responsible for the ongoing delivery of Certificate 3 & 4 AHW curriculum in accordance with the national standards for RTO’s
* To deliver the AHW programs in a culturally appropriate manner and seek guidance and support from cultural advisers as required.
* To work with the literacy and numeracy (LLN) support officer as required supporting any students with any LLN issues.
* To deliver the training in accordance with adult leaning principles
* Ensure up to date, evidence based information is delivered.
* Ensure training delivery is aligned to KAMS health protocols.

**Assessment*** To conduct assessments of students enrolled in KAMS RTO in accordance with the RTO standards of assessment and requisite assessment principles.
* To conduct assessment for Certificate 3 & 4 as outlined in KAMS Training and assessment strategies
* To participate in validation and moderation of KAMS assessment tools as per KAMS RTO Training and assessment strategies and the RTO standards.
* To complete student assessments in a timely manner and provide feedback to students in a culturally appropriate manner and in accordance with the RTO standards.
* Together with the RTO admin ensure that all student assessments are scanned and loaded onto the students WISENET file.

**Evaluation*** To participate in the end of block student evaluations
* To conduct evaluations for all training provided by KAMS RTO as prescribed in Training and assessment strategies for Certificate 3&4
* Conduct an end of qualification evaluation within one month of all students completing the units of competency.
* Participate in a qualification evaluation work shop to discuss the outcomes of the student evaluations, completion rates and overall delivery to provide recommendations for continuous improvement of the qualification.

**Other Duties** **Compliance*** Must adhere to all standards of KAMS RTO

**Student Management** * Manage the day to day classroom activities of students
* Provide students with requisite tools and materials to participate in the program being delivered
* Manage any day to day classroom activities as they arise
* Ensure all compliance activities that are required by students are completed
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| **Selection Criteria** |
| **Essential:**1. Aboriginal Health Worker or equivalent
2. Experience in teaching adults in the vocational education sector

**Desirable:** 1. Aboriginal Torres Strait Islander
2. TAE or equivalent
3. Experience in teaching aboriginal or Torres Strait Islander people
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| **Certification** |
| **The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.**KAMS CEOSignature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**Name of employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Appointed: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |

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| **About KAMS**[**www.kamsc.org.au**](http://www.kamsc.org.au/) |
| KAMS (Kimberley Aboriginal Medical Services Ltd) is a regional Aboriginal Community Controlled Health Service (ACCHS) resource organisation providing a collective voice for a network of member ACCHS from towns and remote communities across the spectacular Kimberley region of Western Australia. Our major role is in advocacy and support for our ACCHS members, in addition to KAMS being directly responsible for the provision of comprehensive primary health care in 5 remote Aboriginal community clinics at Balgo, Billiluna, Mulan, Beagle Bay and Bidyadanga. Our member ACCHS are based in Kununurra (OVAHS – Ord Valley Aboriginal Health Service), Halls Creek (YYMS – Yura Yungi Medical Service), Derby (DAHS – Derby Aboriginal Health Service) and BRAMS (Broome Regional Aboriginal Medical Service). The KAMS Work force Support and Development Unit provides a model of integrated health education, incorporating accredited training for medical undergraduates and postgraduates, as well as support and non accredited training across the Kimberley. KAMS is also responsible for the development and management of Renal Services for the Kimberley, including satellite dialysis services and support and coordination of local primary health care services in the provision of renal education and prevention, early detection and better management of established kidney disease and coordination of care for those in advanced stages of kidney disease.The KAMS regional collective of ACCHS is a major employer in the Kimberley, with Aboriginal people representing more than 70% of its 300+ strong workforce.  KAMS's regional support includes:

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| * Population Health
* Social and Emotional Well Being
* Health Promotion
* Information Technology
* Pharmacy Support and Training
* Corporate and Financial Services
 | * Research
* Regional Renal Services
* Undergraduate and Postgraduate Medical Training
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Staff may not smoke while in uniform or when they are acting in an official capacity off site. Smoking is prohibited in and around all buildings, vehicles and grounds. |