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| JOB DESCRIPTION FORM: Mental Health Educator |

Position title: Mental Health Educator

Reports to: RTO Senior Manager

Award: ACCHS

Classification: Admin Grade 6

Document Number: 2323

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| **About Kimberley Aboriginal Medical Services:** |

KAMS (Kimberley Aboriginal Medical Services Ltd) is a regional Aboriginal Community Controlled Health Service (ACCHS), providing a collective voice and support for a network of member ACCHS from towns and remote communities across the Kimberley region of Western Australia.

KAMS was first established in 1986 as a cooperative between the Broome Regional Aboriginal Medical Service (BRAMS) and the East Kimberley Aboriginal Medical Service (EKAMS) now the Ord Valley Aboriginal Health Service (OVAHS) with membership expanding to Halls Creek health service committee and Fitzroy Crossing community representatives. These communities saw the benefit of sharing pooled resources and collective effort in the region

KAMS provides a wide range of services including: Financial and accounting; Regional population health programs; Social and Emotional Well Being Support; Health Promotion; Information Communication Technology Support; Corporate Services; Accredited health training and education and Research.

While the major role is in regional advocacy and support for member services, KAMS also provides comprehensive primary health care services in the remote communities of Beagle Bay, Bidyadanga, Balgo, Mulan and Billiluna. In 2014 KAMS established Kimberley Renal Services Pty Ltd to manage the provision of regional renal support and dialysis services in Broome, Derby, Kununurra and Fitzroy Crossing.

KAMS is a member of the Aboriginal Health Council of WA (AHCWA – [www.ahcwa.org](http://www.ahcwa.org)) and of the National Aboriginal Community Controlled Health Organisation (NACCHO – [www.naccho.org.au](http://www.naccho.org.au)).

**Our vision** is to:

Improve the health and wellbeing of Aboriginal people in the Kimberley.

We will achieve this vision by:

* Supporting our member services to be strong, independent and effective ACCHO’s
* Ensuring we provide quality preventative and primary healthcare services to communities we service
* Providing leadership and advocacy on Kimberley Aboriginal health issues
* Ensuring we are an effective, accountable and sustainable organisation
* Building a skilled and sustainable Kimberley Aboriginal health workforce

**Our mission** is to ensure:

We are managed and controlled by Kimberley Aboriginal people, are locally and nationally recognised as an effective advocate for the Kimberley Aboriginal health sector and provide and support the provision of effective holistic and culturally appropriate primary health care services for Kimberley Aboriginal people.

We define Aboriginal Health as:

Not just the physical wellbeing of an individual, but the social, emotional and cultural wellbeing of the whole community in which each individual is able to achieve their full potential as a human being, thereby bringing about the total wellbeing of their community. It is a whole of life view and includes the cyclical concept of life-death-life.

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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.**

[www.kams.org.au](http://www.kams.org.au/)

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| **Position Summary:** |

This is role is responsible for the national recognized job ready education of Social and Emotional Wellbeing 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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| **Relationships:** |

Internal

* Clinical Services
* Corporate Services
* KRS

External

* KAMS Member Services
* Notre Dame University
* KTI
* TAC
* ABSTUDY
* WACHS

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| **Duty Statement and Key Responsibilities:** |

**Planning**

* Planning of the Certificate IV Mental Health training Program 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 Mental Health Program, conducting assessment of each student in accordance with regulatory requirements.
* Participate in planning meetings as required

**Delivery**

* Responsible for the ongoing delivery of Certificate IV Mental Health curriculum in accordance with the national standards for RTO’s
* To deliver the Mental Health program 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 IV 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 IV Mental Health
* 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

**Please note that the duties outlined in this position description are not exhaustive, and only an indication of the work of the role. The organisation can direct you to carry out duties which it considers are within your level of skill, competence and training and scope of practice**

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| **Selection Criteria:** |

**Essential**

1. Experience in teaching adults in the vocational education sector
2. Current TAE40116 qualification or equivalent
3. Cert IV in Mental Health and/or higher qualification in Mental Health

**Desirable**

1. A local Aboriginal or Torres Strait Islander person, with established connections to the region.
2. Experience in teaching Aboriginal or Torres Strait Islander peoples
3. Worked in an Aboriginal Medical Service
4. Worked in the ACCHO Sector

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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 CEO

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_