

# Position Description

<b>Position Title</b>	Professional Educator	<b>Reports To</b>	WSRC Manager
<b>Program</b>	Western Sydney Recovery College	<b>Location</b>	Blacktown- Training across Western Sydney LHD
<b>Hours</b>	Casual	<b>Tenure</b>	Till June 30 2022
<b>Salary &amp; Level</b>			

## Our Mission

One Door Mental Health is committed to improving the circumstances and welfare of people with a mental health condition, their relatives and carers, and professionals working in the area.

## Our Vision

A society in which people with mental health condition are valued and treated as equals.

## Program Overview

Western Sydney Recovery College is a collaborative, recovery college that seeks to increase the skills and knowledge of consumers, carers and professionals in relation to mental health recovery in a supportive educational setting.

## Position Overview

The Professional educator co-develops and co-designs workshops with a Peer Educator for a range of students across the Western Sydney Region. The aim of the training is to increase knowledge, values and skills in relation to Recovery modalities and Practice.

## Key Responsibilities

- Collaborate with a Peer Educator in the development and delivery of training
- Co-develop training materials including session plans, handouts, PowerPoint presentation materials, participant workbooks and trainer guides as per contractual obligations
- Facilitate learning by students through adult education methodologies that encourage self-determined engagement and includes strong collaboration with colleagues and students
- Respond to individual student need.
- Dress appropriately and professionally to each training session

- Present original documents relating to registration, or professional development, this will be placed on your employee file.
- Support the evaluation of courses, ensure the quality and efficacy of all courses, provide feedback in a constructive and active process.
- Raise awareness of the recovery philosophy and the Recovery College through participation in promotional activities as required.
- Participate in team meetings as required
- Ensure that your knowledge of recovery and mental health legislation is up to date;
- Engage in ongoing education, training and professional development, including meeting any mandatory requirements
- Ensure all admin requirements are completed in a timely manner in line with One Door Mental Health policy, monitoring and evaluation needs.
- Comply with all policies and procedures of One Door Mental Health and Western Sydney Recovery College.
- Perform any other duties as reasonably requested by Recovery College Manager

## Working Relationships

Internal and external roles the individual in this position will need to interact with and the nature of that interaction to fulfil the requirements of this role.

### Key Internal working relationships

Person/Service	Key purpose of relationship
Western Sydney Recovery college manager	Direct report
Education Officer	Facilitation of workshop Co-development and attendance
Peer Educator	Co-development and co-delivery of course content from an equitable standpoint.

### Key External working relationships

Person/Service	Key purpose of relationship
Service delivery locations	Facilitation of courses through WSRC
(Where applicable) Accrediting organisation	Ongoing accreditation, licensing, course content.

## Position Criteria

### Essential

- Professional qualifications and 5+ years experience in mental health services, mentally ill health and mental wellbeing training, clinical practice, non-clinical professional service delivery.
- Experience providing education and/or training

### Desirable

- Demonstrated experience in delivering training to a wide range of participants
- Demonstrated high level written communication skills
- Demonstrated commitment to self-improvement and development.
- Demonstrated computer literacy skills.
- A thorough understanding of mental health recovery philosophy, personal experience of recovery and ability to utilize this experience in providing training and education
- Ability and commitment to working in collaboration with colleagues
- Demonstrated ability to work independently within minimal supervision, as well as part of a multidisciplinary team
- Demonstrated experience developing course content.
- Additional accreditation as a mental health first aid training facilitator, ASIST or other mental health related recognised program strongly regarded.