



JOB SPECIFICATION

POSITION EDUCATOR - RURAL FOCUS (1 FTE)

CLASSIFICATION LEVEL SACS 5 YR 1

SUMMARY OF THE BROAD PURPOSE OF THE POSITION

The Educator – rural focus position at the Hepatitis C Council of South Australia Inc, in collaboration with other members of the Education Team, is responsible for the provision of the Council’s hepatitis C education program for people affected by hepatitis C and those at ‘risk’, and targeted health and community workers across South Australia – with a particular focus on rural communities.

REPORTING/ WORKING RELATIONSHIPS

The Educator – rural focus

- reports to the Coordinator Education Program, and through this position, to the Executive Officer
- works collaboratively with Education Team members to design, promote, deliver and evaluate the education program on hepatitis C across the state
- works collaboratively with the Information & Resources Team and Telephone Information Service Team to provide education support in these program areas
- works collaboratively with Administration to ensure the smooth running of the education program
- works in partnership with other relevant agencies in the design, delivery and evaluation of hepatitis C education

EXTENT OF AUTHORITY

The Educator – rural focus

- is expected to demonstrate a high degree of individual responsibility in managing education projects without direct supervision
- has responsibility for undertaking the direct supervision of volunteers and students when required

SPECIAL POSITION CONDITIONS

- This is a contract position until 30 June 2012. A further contract may be negotiated after this period and is dependent on ongoing funding being made available.
- A probation period of three months applies to the position, and ongoing employment depends on a satisfactory performance appraisal.
- As the Educator – rural focus will be working with vulnerable groups, confirmation of appointment will be subject to a satisfactory Police Criminal History Check.
- The position is located at 3 Hackney Rd Hackney.
- Salary Sacrifice arrangements are available.
- Flexible working hours are required, and may include ‘out of hours’ work. Any ‘out of hours’ worked will be taken as time off in lieu.
- The position involves regular intra-state and some inter-state travel, which necessitates nights away from home.

JOB DESCRIPTION

In collaboration with Education Team members, the Educator – rural focus position is responsible for the following:

- Planning, promotion, delivery and evaluation of the hepatitis C education program to people with or ‘at risk’ of hepatitis C, and targeted health professionals and community workers in a range of settings across South Australia – with a focus on rural communities.
- Undertaking the lead role in the management of relevant education and health promotion projects including: developing project briefs identifying objectives and timelines, writing project reports, and project administration, including financial administration
- Ensuring that all information provided in an educational context is current, accurate and delivered in a manner which is sensitive to the needs of both the audience and the target group
- Establishing and maintaining links between hepatitis C affected communities, service providers, and the Hepatitis C Council of SA Inc, particularly in a rural context
- Working in partnership with relevant agencies to develop a collaborative approach to rural education and in the design and delivery of hepatitis C education in this context
- Maintaining appropriate records and data systems relevant to the position
- Undertaking administrative tasks required to operate the education program - including organising events, speakers, travel & accommodation etc
- Promoting the Council’s services as an integral part of the education program
- Sharing responsibility with the Information and Resources Team for:
 - development of education resources
 - planning, promotion, delivery and evaluation of hepatitis C awareness activities

- Contributing to the development and maintenance of effective communication and administrative systems, and overall organisational development of the Council
- Acting as a representative of the Council on committees as required
- Attending meetings, conferences as required – including submitting abstracts to present education work of the Council at conferences
- Where required, assisting in providing the telephone information and support services of the Council
- Other duties as required consistent with the function of the Council

All staff members contribute to the promotion and implementation of the Council's aims, personnel management standards, employee conduct standards, the Equal Employment Opportunities and Occupational Health and Safety and Welfare Acts by adhering to the provision of relevant legislative requirements. This includes:

- respect for client and staff confidentiality
- promoting best practice principles
- promoting and maintaining a safe work environment
- participating in training programs
- participating in supervision and debriefing

SELECTION CRITERIA

ESSENTIAL

1. Formal qualifications and/or experience working in community development, health promotion, adult education or a related discipline
2. The ability to effectively communicate with service providers from a variety of disciplines, settings and backgrounds, including health services and community agencies
3. The ability to develop collaborative approaches to service delivery in rural settings
4. The ability to work in an inclusive manner with marginalised individuals and communities from the hepatitis C priority populations – people who inject drugs, prisoners, Aboriginal & Torres Strait Islanders, people from culturally & linguistically diverse communities, young people
5. Demonstrated understanding of the Ottawa Charter for Health Promotion, and 'harm minimisation' in relation to injecting drug use
6. Demonstrated experience of presenting information in an accessible and appropriate manner both orally and in writing.

7. Demonstrated experience of managing projects – including project design, promotion, delivery and evaluation.
8. The ability to work collaboratively with a small team as well as independently
9. Demonstrated administrative skills and the ability to organise work load
10. Demonstrated experience in the use of a range of software applications, including MS Office Suite and the internet.

DESIRABLE

1. Knowledge of hepatitis C and an understanding of issues related to hepatitis C
2. Experience working within a community based organisation
3. Experience in working in a rural and/or remote setting
4. Knowledge of the health and community services industry, particularly in rural and remote South Australia

REFEREES

Applicants should provide the names and contact details for two work-related referees.