



Position Description

Title:	Primary Health Care Trainer
Unit:	Education and Training Unit (ETU)
Reports To:	Manager ETU
Time Fraction:	Full-time
Employment Status:	12 months maximum term with possibility of extension
Location:	17-23 Sackville Street, Collingwood 3066

Organisational Overview

VACCHO was established in 1996 and is the Peak body for Aboriginal Health in Victoria representing Aboriginal Health Services (VACCHO Member Organisations) throughout Victoria. Each member is an Aboriginal Community Controlled Health Organisation delivering primary health services to their local community. Our role is to advocate, educate and promote the philosophy of community control and to develop policy and strategies which promote Aboriginal Health Rights, Community Control and physical, spiritual and emotional wellbeing.

VACCHO Strategic Goals

- Aboriginal Cultural Qualities
- Quality Workforce
- Quality Services
- Quality Infrastructure
- Quality policy development and advocacy
- Quality Partnership & Networks

Unit Overview

The VACCHO Education and Training Unit plays a key role in 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 training of Aboriginal Health Workers is a core function of the operations of the VACCHO Education and Training Unit. The ETU is particularly interested in offering professional development, career transition and secondment opportunities to Senior Aboriginal Health Workers and/or persons who identify as being Aboriginal with experience and/or qualifications in health.

Role Overview

The role will provide a range of educational functions and support the processes required to ensure student engagement and support in achieving the requirements of health training programs and qualifications ranging from Certificate II to Diploma levels Primary Health Care.

Key Responsibilities

Provide support to and engage students in health related training programs. This may include the facilitation of training and assessment in workshops and/or one-to-one

1. Conduct training workshops within qualifications and experience ranging from Certificate II to Diploma levels Primary Health Care.
2. Provide tutorial support either face to face or via help desk using telephone and email or other ICT.
3. Work collaboratively as part of a broader educational team which may include health workers with particular clinical expertise and other professionals, to ensure that students are provided with the appropriate learning and development support.
4. Produce reports on student participation, attendance and progress in line with reporting requirements.
5. Participate in the evaluation, review and moderation of training and assessment materials and processes
6. Other activities as identified, to support the learning of Aboriginal Health Workers undertaking skills development.
7. Undertake other duties which are appropriate to the level of the position, as directed by the Manager.
8. General and student administrative tasks.
9. Development and review of resources.

Key Standards Required Within VACCHO

OHS

VACCHO requires all employees to comply with the *Victorian Occupational Health and Safety Act 2004* and all the rules, regulations and relevant Codes of Practice.

VACCHO is a Smoke Free Workplace.

Equal Employment Opportunity

VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait Islander people to apply. Selection will be based on assessing an employee's future capabilities alongside the skills, knowledge, past performance and other personal qualities relevant to the initial work assignment.

Quality

VACCHO has adopted the ISO 9001 quality improvement standard as its accreditation benchmark and is committed to maintaining ISO 9001 accreditation as its benchmark for quality systems.

All Employees are required to participate in the continuous improvement at VACCHO and are required to understand and perform their responsibilities in relation to quality in their daily work and to ensure compliance with statutory and quality related requirements.

Statement of Principles, Values and Ethics

All employees are expected to adhere to VACCHO's core values and principles:

- Empowerment
- Respect
- Confidentiality
- Teamwork/collaboration
- Integrity
- Commitment
- Compassion
- Optimism

Other Employment Related Information

- A National Police Records Check is required as a condition of employment.
- A Victorian driver's license and ability to travel to regional areas is required.
- Working with Children's check

Key Selection Criteria

Skills and experience

- Mainstream health qualification at AQF level 5 (e.g. Senior Aboriginal Health Worker, Aboriginal Health Practitioner, Division 1 Nurse and Midwifery)
- Current registration relevant to professional qualifications
- Certificate IV in Training and Assessment
- Delivered training that enables the student to engage in class and understand the application of the knowledge in the context of their workplace.
- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control
- Demonstrated ability to work or learn to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream health organisations.
- Knowledge and understanding of, or the ability to acquire knowledge of the issues affecting the health of Aboriginal Australians
- Excellent interpersonal and communication skills to liaise effectively with a wide range of people at all levels. An ability to develop and maintain effective working relationships, characterised by co-operation, trust and mutual respect.

