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## Position Description

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<b>Title:</b>	Sessional Trainer
<b>Unit:</b>	Education and Training Unit
<b>Reports To:</b>	Manager, Education and Training Unit
<b>Salary:</b>	\$50 - \$55 per hour
<b>Employment Status:</b>	Sessional
<b>Location:</b>	17 – 23 Sackville Street Collingwood 3066

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### Organisational Overview

VACCHO is Victoria's peak representative Aboriginal health body and champions community control and health equality for Aboriginal communities. We are a centre of expertise, policy advice, training, innovation and leadership in Aboriginal health. VACCHO advocates for the health equality and optimum health of all Aboriginal people in Victoria.

### Unit Overview

VACCHO's Education and Training Unit (ETU) is responsible for maintaining VACCHO as a Registered Training Organisation.

ETU 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.

### ETU Purpose Statement

VACCHO's ETU commitment is to building on individual and community knowledge that values Aboriginal culture and contributes to community self-determination.

### Role Overview

This role facilitates education, training and tutorial support to students studying qualifications from AQF Level II to AQF Diploma, and may include other short courses.

### Key Responsibilities

1. Coordinating, facilitating and contributing to the development, delivery, assessment, validation and moderations of accredited training programs in Aboriginal health, primary health care, allied health, social emotional wellbeing, counselling, age care, disabilities, home and community care, community services, human resources and alcohol and other drugs or other qualifications from Australian Qualifications Framework (AQF) standards for educational

- qualifications in Level III to Diploma levels as required and in accordance with VACCHO's ETU policies and procedures.
2. Meet requirements for student and general administration tasks including record keeping associated with the coordination, development, delivery, assessment, validation and moderation of training programs:
    - Monitoring, reviewing and updating training plans
    - Posting results and conducting other student administration in line with VACCHO ETU policies and procedures and funding and registration body requirements.
    - Draft or contribute to various reports as required.
  3. Carry out other duties and participate in other initiatives and projects which are appropriate to the level of the position and competence of the incumbent as required by the Unit Manager.

### **Compliance with VACCHO Standards**

- VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait to apply for all positions advertised (*Equal Opportunity Act 2010*)
- VACCHO requires all employees to comply with all work health and safety rules, regulations and relevant Codes of Practice (*Victorian Occupational Health and Safety Act 2004*)
- VACCHO is accredited and requires employees to understand the requirements of quality systems and continuous improvement (*ISO 9001*)
- VACCHO requires employees to adhere to a *Code of Conduct*, including commitment to confidentiality and conflict of interest declarations

### **Key Selection Criteria**

#### **Essential Skills, Experience and Qualifications**

- Demonstrated understanding and commitment to Victorian Aboriginal health and wellbeing, Aboriginal culture, as well as an understanding of 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 non-Aboriginal organisations.
- Knowledge and experience of the Vocational Education and Training system, the Australian Skills and Qualifications Authority standards, and the Australian Qualifications Framework.
- Experience as a trainer/ educator and in the co-ordination and facilitation of high quality learning and skills development programs that meet participant and organisational needs.
- High level written communication and conceptual skills and ability for developing learning and assessment resources (paper-based/online), processes, reports and correspondence.
- Excellent interpersonal and communication skills to liaise effectively with a wide range of people at all levels; develop and maintain effective working relationships, characterised by co-operation, trust and mutual respect

#### **Qualifications and Experience**

- Minimum of Certificate IV in Training and Assessment.
- Qualifications to a minimum of AQF Level V in any of the below related fields

including:

- Health
  - Primary health care
  - Allied health
  - Social emotional wellbeing
  - Counselling
  - Age care
  - Disabilities
  - Home and community care
  - Community services
  - Human resources
  - Alcohol and other drugs
- Clinical experience and/or practice in Aboriginal or non-Aboriginal health and community sectors

**Desirable**

- Identifies as Aboriginal and/or Torres Strait Islander

**Other Position Related Information**

- Travel within Victoria will be required for training in communities.
- A current Victorian Drivers Licence is required.
- All employees are required to have a National Police Check for employment.