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## Position Description

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<b>Title:</b>	Program Coordinator Social Emotional Wellbeing (SEWB) Education Programs
<b>Unit:</b>	Education and Training
<b>Reports To:</b>	Manager, Education and Training Unit
<b>Salary:</b>	\$65,000 - \$75,000 per annum. VACCHO offers attractive salary packaging options.
<b>Time Fraction:</b>	Full Time
<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

The major focus of this position is the coordination and delivery of SWEB, AoD, Community Services, and Individual Support qualifications from AQF level III to Diploma with an emphasis on the Practice Stream and above. The role is required to provide educational leadership, as well as giving direction and support to other trainers and educators.

## Key Responsibilities

1. Effective coordination, design, development, and delivery of accredited training in Management, Administration, Practice Management and Human Resource management programs. This may include the following broad tasks:
  - Program promotion and scheduling
  - Delivering training workshops, incorporating simulated learning, on and off-the-job assessments and appropriate on-the-job activities.
  - Conducting assessments using a variety of methods including paper-based, RPL, and workplace interviews
  - Developing and modifying resources to suit the needs of students and employers ensuring currency and version control of all learning and assessment resources and texts
  - Providing assistance to the Manager for recruitment of other facilitators, subject matter experts and guest speakers
  - Evaluation and moderation of the training programs resources and materials
  - Coordination of traineeships where appropriate
  - Ensuring compliance with AQTF and funding body requirements.

Additionally to oversee the development and the establishment on scope of the relevant training qualification in community services, social emotional wellbeing and alcohol and other drugs

2. Managing current staff and additional sessional teaching staff.
3. Contributing to the development of and delivery of relevant short courses.
4. 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.
5. 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.

## Key Standards Required Within VACCHO

### 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 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/Qualifications**

- Demonstrated understanding and commitment to Victorian Aboriginal health and wellbeing, 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 as well as non-Aboriginal organisations, government and the general non-government sector.
- 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.
- Demonstrated experience in managing staff.
- 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 (TAE16).
- Qualifications in any of the following related fields of social and emotional wellbeing, alcohol and other drugs, age care, disabilities, home and community, counselling and community services to a minimum of AQF level V.
- Clinical experience or practice in Aboriginal health or non-Aboriginal health, acute, primary or community health settings.

### **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.