

## Position Description



<b>Title:</b>	Alcohol and Other Drugs Trainer
<b>Unit:</b>	Education and Training
<b>Reports To:</b>	Program Coordinator, Social and Emotional Wellbeing
<b>Time Fraction:</b>	Full time
<b>Employment Status:</b>	Twelve Months Fixed-Term (with possibility of extension)
<b>Location:</b>	17-23 Sackville Street, Collingwood

### Organisational Overview

VACCHO is the peak representative for the health and wellbeing of Aboriginal people in Victoria 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 and wellbeing. VACCHO advocates for the health equality and optimum health of all Aboriginal people in Victoria.

### 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 Education and Training Unit specialises in training programs for the expanding Aboriginal Health Workforce and has specialist expertise in Aboriginal and/or Torres Strait Islander Primary Health Care.

We also carry out other projects related to training and development for the benefit of the Aboriginal communities of Victoria and interstate. VACCHO's Education and Training Unit is a Registered Training Organisation.

### Role Overview

VACCHO is looking for Alcohol and Other Drugs Trainers who lead by example and demonstrate outstanding Facilitation and Learner Support skills.

The Alcohol and Other Drugs Trainers will have recent and relevant industry experience and share their experience with our students.

Each Trainer will support the development of future Mental Health and Alcohol and Other Drugs professionals.

The major focus of this position is the design and delivery of Alcohol and Other Drugs, mental health, and related accredited and non-accredited training. The role includes the design and delivery of training to aspiring Aboriginal and/or Torres Strait Islander people, as well as people who work in roles supporting Aboriginal and/or Torres Strait Islander people, as well as assessment activities and contribution to training materials and resources for VACCHO courses.

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### Key Responsibilities

- Facilitating and contributing to the development, delivery, assessment, validation and moderations of accredited training programs from the Community Services and related training packages, as well as non-accredited training courses.
- This may include the following broad tasks:
  - 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, Recognition of Prior Learning, online, and workplace projects.
  - 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.
  - Ensuring compliance with Australian Skills Quality Authority, professional accreditation bodies, and funding body requirements.
  - Assisting with the design and documentation of Training and Assessment Strategies, Training Plans, and other related documentation.
- Work within the team working as an effective team member, providing assistance and support to the Unit as request to meet Unit Objectives.
- Meet requirements for student and general administration tasks including record keeping associated with the delivery of training programs and assessment for students, including posting results and conducting other student administration in line with VACCHO ETU policies and procedures and funding and registration body requirements, including using VACCHO's Student and Learning Management Systems.
- Ensure compliance with all relevant legislation for the relevant state/s training is conducted in;
- Regular attendance and participation at unit, program, staff, and other meetings.
- Undertake other duties, which are appropriate to the level of the position, as directed by the Program Coordinator and Manager to meet Unit objectives.

### Compliance with VACCHO Standards

- VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait Islander people to apply for all positions advertised (Equal Opportunity Act 2010). We are committed to ensuring our workplace and member services support also reflect this.
- Everyone is welcome at VACCHO and candidates regardless of age, cultural background, ethnicity, gender, sexual orientation or religious affiliation are encouraged to apply.
- 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 participate in and promote our quality control, risk management, safety and compliance systems. This includes participating in the development and application of VACCHO's policies and procedures, as well as the identification, reporting and management of risks. This includes adherence to all VACCHO Quality Management System (QMS) ISO 9001:2015 requirements.

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### Other Employment Related Information

- A National Police Records Check is required as a condition of employment.
- A current Working with Children Check is required as a condition of employment.
- A Victorian Drivers Licence is required as a condition of employment.
- The position will require regular travel throughout Victoria and occasional interstate travel.
- VACCHO is a Smoke Free Workplace.

### Key Selection Criteria

- Have at least 3 years work experience or vocational practice/engagement in relation to alcohol and other drugs.
- Have evidence of strong currency relating to the Alcohol and Other Drugs Sector.
- A qualification in alcohol and other drugs, social work, community services, psychology, or a related field (at a minimum of Diploma-level).
- Minimum TAE40116 Certificate IV in Training and Assessment (or its equivalent) or higher-level qualification in adult education.
- Completion of CHCS00093 Alcohol and Other Drugs Skill Set.
- Strong written communication skills, including the ability to develop learning resources.
- Commitment to quality training in the classroom and / or facilitator lead virtual classroom or workplace.
- Knowledge and experience of the Vocational Education and Training system, the Australian Quality Training Framework, and the Australian Qualifications Framework.
- Intermediate proficiency in information technology, including Microsoft Word, Excel and Outlook, and ability to use an online student and learning management system.
- Demonstrated ability to work or learn to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream health organisations.
- Excellent interpersonal and communication skills to liaise effectively with a wide range of people; develop and maintain effective working relationships, characterised by co-operation, trust and mutual respect.
- Strong organisational and planning skills, including the ability to effectively manage time and workload, determine priorities and manage multiple tasks to deadlines. A flexible approach with an ability to adapt to changing circumstances and priorities is required.

### Desirable

- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control.
- Experience working in an education or related setting supporting students with a range of educational or learning barriers.

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