

STATEMENT OF DUTIES – Brief Intervention Support Trainer

Title:	Brief Intervention Support Trainer
Classification:	Level 6
Award:	<i>Social, Community, Home Care and Disability Services Industry Award 2010</i>
Employment Conditions:	Part-time Employment 0.5 FTE (negotiable)
Reports to:	Chief Executive Officer
Location:	Hobart
Effective Date:	EOI period 15/Jun/18 to 9/Jul/18 Start date ASAP

Focus of the role:

The Brief Intervention Support Trainer will provide a range of health promotion, prevention, and early intervention educational activities aimed at reducing the harm associated with alcohol, tobacco and other drug (ATOD) use across Tasmania.

Duties:

- 1.0 Provide quality ATOD training, vocational education, and professional/workforce development to all sectors in relation to ATOD programs.
- 2.0 Research, source and develop innovative and informed educational resources and products, such as educational brochures and pamphlets, to support ATOD programs.
- 3.0 Build and maintain strong relationships and develop strategies for collaborative partnerships with community service organisations to support ATOD health promotion, prevention, and early intervention educational programs.
- 4.0 Present at conferences and other events, promote and coordinate educational and informational sessions as required.
- 5.0 Provide referrals and facilitate access to current ATOD resources and services within the scope of the role.
- 6.0 As appropriate, participate in relevant working groups relevant to ATOD services.
- 7.0 The incumbent can expect to be allocated other duties that are within the capacity, qualifications and experience normally expected from persons occupying jobs at this classification level.

Scope of Work:

The occupant of this role will work under general direction from the CEO to provide a range of health promotion, prevention, and early intervention educational activities aimed at reducing the harm associated with ATOD use across Tasmania. The occupant of this role will accept responsibility for their own work practices and will be responsible for:

- Providing effective and appropriate education, training, advice and professional development to communities, target groups and health professionals on issues relevant to ATOD use.
- Remaining aware and abreast of contemporary thinking and evidenced informed best practice, latest research, programs and legislation relevant to issues surrounding ATOD use and school education.
- Working effectively with communities, relevant stakeholders and members of the DEN service and representing the DEN service at appropriate forums.
- Contributing to the development and skill enhancement of the team and themselves and participating in performance discussions.

Pre-employment Conditions:

Evidence of the following must be provided prior to appointment in this role.

Essential Requirements:

- Minimum requirement: Diploma of Alcohol and other Drugs
- The attainment; through a combination of previous work and life experience, service and study; of a level of skills sufficient to perform the duties required at this level.
- Current Driver's Licence. This is a state wide role and travel across all regions is expected.

Pre-employment Checks:

- Working with Vulnerable Persons Check

Selection Criteria:

Applicants for this role must address each of the selection criteria given below. It is important that responses provide specific and relevant examples that demonstrate how your skills, knowledge, previous experience enable you to meet each of the selection criteria.

- 1.0 Knowledge of contemporary alcohol, tobacco and other drug issues, recommended educational approaches, and best practice, , related legislation, regulations and policy frameworks.
- 2.0 High level understanding and knowledge of the principles of health promotion, prevention and early intervention education, with a demonstrated ability to apply this knowledge in the analysis, design, delivery and evaluation of quality learning experiences for a wide range of stakeholders.
- 3.0 Experience of working in a case management setting with clients addressing AOD issues.
- 4.0 High level of understanding and ability to use community development approaches when developing and delivering health promotion, prevention and early intervention educational programs.
- 5.0 High level written communication skills including a demonstrated ability to research, develop and produce quality resources to support ATOD educational programs.
- 6.0 Demonstrated ability to market and undertake the promotion of fee-for-service training and sale of resources.

- 7.0 High level interpersonal skills, including the ability to build and maintain effective relationships with a diverse range of people across a diverse number of settings and with the ability to effectively represent the DEN service.
- 8.0 Demonstrated ability to organise own work schedules, use initiative, set priorities and work with limited supervision as a collaborative member of a small team.
- 9.0 Demonstrated ability to use Windows platforms and specific software suites (e.g. Microsoft Office) to complete work and the ability to learn new software as required.

Work environment:

The Drug Education Network (DEN) is a non-government organisation funded to deliver a range of health promotion, prevention and early intervention training and resources to reduce the harm associated with alcohol, tobacco and other drug (ATOD) use across Tasmania.

The DEN operates in Tasmania and is a state-wide community based service, with two regional offices in Launceston and Hobart.

A commitment to a community development and capacity building approach is the hallmark of DEN and is reflected in both its vision and position statements:

Vision

“Improve the Health and Wellbeing of all community members through the provision of resources and education aimed at reducing the impact of alcohol, tobacco and other drugs.”

Position

“The Drug Education Network (DEN) neither condones nor condemns the use of drugs. Rather, we acknowledge that drug use will always exist irrespective of legal status or societal norms. DEN provides our community members with the resources, information and connections they need to keep themselves and their community safer in relation to their individual circumstances. Our goal is to *‘meet people where they are and encourage open dialogue that empowers the individual to be the primary agent of their own physical, mental and emotional wellbeing.’*”

The DEN is committed to high standards of occupational health and safety and the provision of diversity and equal employment opportunities. All employees are expected to:

- Actively contribute to ensuring safe and healthy working conditions
- Promote and uphold the principles of fair and equitable access to employment, promotion, personal development, training and the elimination of discrimination and harassment in the workplace.

The DEN is a smoke free environment. Smoking is prohibited in all DEN workplaces.

Approved by:	Chief Executive Officer
Signature:	
Date:	June 2018