

## STATEMENT OF DUTIES – Educator

<b>Title:</b>	Educator
<b>Classification:</b>	Level 6
<b>Award:</b>	<i>Social, Community, Home Care and Disability Services Industry Award 2010</i>
<b>Employment Conditions:</b>	Part-time Employment 0.6FTE Fixed Term until June 2022
<b>Reports to:</b>	Chief Executive Officer
<b>Location:</b>	Hobart
<b>Effective Date:</b>	October 2020

### Focus of the role:

The Educator will provide a range of health promotion, prevention, and early intervention education initiatives aimed at reducing the harm associated with alcohol, tobacco and other drug (ATOD) use across Tasmania.

### Duties:

- 1.0 Research, develop, implement, and evaluate evidence informed drug education for a wide range of target groups aimed at raising awareness of and reducing the harm associated with ATOD use.
- 2.0 Provide quality ATOD training, vocational education, and professional/workforce development to all sectors in relation to ATOD Health Promotion Prevention and early intervention (PPEI).
- 3.0 Research and develop innovative and informed educational resources and products, such as educational short videos, eLearning units, booklets to support ATOD prevention programs.
- 4.0 Build and maintain strong relationships and develop strategies for collaborative partnerships with communities and target groups to support ATOD health promotion, prevention, and early intervention educational programs.
- 5.0 Co-ordinate health promotion events and education services; including organising and promoting where required.
- 6.0 Provide referrals and facilitate access to current ATOD resources.
- 7.0 As appropriate participate in relevant working groups relevant to ATOD services.
- 8.0 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 alcohol, tobacco and other drug (ATOD) use across Tasmania.

The occupant of this role will accept responsibility for 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 of 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, members of the DEN team and for 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:

- Extensive experience in developing educational course materials
- Extensive experience delivering group training sessions
- Must hold a full Driving Licence

### 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 High level knowledge of, or the ability to quickly acquire, contemporary alcohol, tobacco and other drug issues, recommended approaches, 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 High level of understanding and ability to use a community development approach when developing and delivering health promotion, prevention and early intervention educational programs.
- 4.0 High level written communication skills including a demonstrated ability to research, critically examine and identify quality sources of information, develop and produce quality, accessible resources to support DEN's PPEI ATOD educational service provision.
- 5.0 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.
- 6.0 Demonstrated ability to organise own work schedules, use initiative, set priorities and work with limited supervision as a collaborative member of a small team.

## Highly Desirable:

- Associate Diploma or Degree in a related field
- Extensive experience in one or more of the following: developing accessible educational courses, delivering group training, work in the Alcohol and Other Drug Sector, best practice in health promotion and prevention approaches
- High level presentation and facilitation skills
- High level computer literacy

## 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.

DEN operates across Tasmania and is a state-wide community-based service. This role will require state-wide travel.

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

Communities free from the harms of drugs.

### Purpose

To prevent and reduce harm from drugs through leadership and education

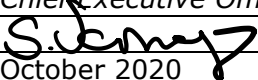
### Position

“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:	October 2020