

## 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 fixed term Employment 0.8FTE
<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 evidence-based health promotion, prevention, and early intervention education initiatives to reduce the harm associated with alcohol, tobacco, and other drug (ATOD) use across Tasmania. Focusing on the provision of Drug Education in schools, including teacher training, school nurses, school social workers, teacher aides, student parents and the local community.

### Duties:

- 1.0 Develop, implement, and evaluate evidence-informed drug education for a wide range of target groups within an education setting, including; schools and colleges to raise awareness of and reduce the harm associated with ATOD use.
- 2.0 Provide quality ATOD training, vocational education, and professional/workforce development within a school and community setting in relation to principles of drug education ATOD Health Promotion Prevention and early intervention (PPEI).
- 3.0 Develop innovative and evidence -informed educational resources and products, such as educational short videos, eLearning units, and booklets to support DEN’s ATOD prevention programs.
- 4.0 Build and maintain strong relationships and develop strategies for collaborative partnerships with school communities and target population groups to support ATOD health promotion, prevention, and early intervention educational programs.
- 5.0 Provide referrals and facilitate access to current evidence-based ATOD resources.
- 6.0 As appropriate participate in relevant working groups relevant to DEN’s ATOD prevention and educational 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 education initiatives to reduce the harm associated with alcohol, tobacco, and other drug (ATOD) use across Tasmania. Focusing on the provision of Drug Education in schools, including teacher training, school nurses, school social workers, teacher aides, student parents and the local community.

The occupant of this role will accept responsibility for their 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:*

- Experience in providing AOD training or educational sessions
- Extensive experience delivering group training sessions for professionals
- 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 Experience as a presenter and facilitator with expertise 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
- 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 design, delivery and evaluation of quality learning experiences for a wide range of stakeholders. With particular reference to the experience of delivery within a school and community setting.
- 3.0 Knowledge of and the ability to independently operate Microsoft Office programs (Word, Excel, PowerPoint, Publisher, Outlook)
- 4.0 High-level communication and interpersonal skills, including building and maintaining effective relationships with diverse peoples, cross-sector and professionally representing the DEN service.
- 5.0 Demonstrated ability to organise own work schedules, a positive problem-solving attitude, use initiative, set priorities, track and manage multiple concurrent tasks, and work with limited supervision as a collaborative member of a small team.

## Highly Desirable:

- Degree in a related field

## 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

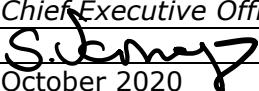
### Position

“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