



JOB SPECIFICATION

POSITION EDUCATOR (.6 FTE) INITIAL CONTRACT TIL 31 DECEMBER 24

CLASSIFICATION LEVEL CSW 5 YR 1

SUMMARY OF THE BROAD PURPOSE OF THE POSITION

The Educator position at Hepatitis SA Inc, in collaboration with other members of the education team, is responsible for the provision of a viral hepatitis (hepatitis B and hepatitis C) education program to various target groups across South Australia.

REPORTING/ WORKING RELATIONSHIPS

The Educator

- reports to the Education Coordinator, and through this position, to the Chief Executive Officer
- As part of the education team, works collaboratively with other Hepatitis SA program area staff to deliver a statewide education program on hepatitis B and hepatitis C.
- works collaboratively with other relevant agencies in the design, delivery and evaluation of viral hepatitis education.

EXTENT OF AUTHORITY

The Educator

- is expected to demonstrate a high degree of individual responsibility in managing education projects without direct supervision
- has responsibility for undertaking the direct supervision of volunteers and students when required

SPECIAL POSITION CONDITIONS

- This is a contract position ending on 31 December 2024
- Salary Sacrifice arrangements are available.
- Flexible working hours are required, and may include 'out of hours' work. Any 'out of hours' worked will be taken as time off in lieu.

- A satisfactory National Police Check and Working With Children's Check is required for this position
- The position involves some intra-state and inter-state travel, which necessitates nights away from home.
- A three-month probation period applies to the position, which requires a satisfactory work performance report at this time to continue in the role

JOB DESCRIPTION

In collaboration with the Education Coordinator and other Education Team members, the Educator position is responsible for the following:

- Planning, promotion, delivery and evaluation of the viral hepatitis education program to people affected by viral hepatitis, and targeted health professionals, government and community workers in a range of settings across South Australia.
- Undertaking the project management of relevant education and health promotion projects including: developing project briefs identifying objectives and timelines, writing project reports, and project administration, including financial administration.
- Support the hepatitis C speakers program and further develop the program to include hepatitis B positive speakers.
- Ensuring that all information provided in an educational context is current, accurate and delivered in a manner which is sensitive to the needs of both the audience and the target group.
- Establishing and maintaining links between communities affected by viral hepatitis, service providers, and Hepatitis SA Inc.
- Working with relevant sector agencies (eg ASHM, PEACE Multicultural Services) to develop and maintain a collaborative approach to viral hepatitis education activities for a variety of workforces and communities.
- Where possible, develop and/or further support a systemic approach to viral hepatitis education for workforces at relevant agencies eg SAPOL, Department for Correctional Services.
- Maintaining appropriate records and data systems relevant to the position.
- Undertaking administrative tasks required to operate the education program - including organising events, speakers, travel & accommodation etc.
- Promoting Hepatitis SA's services as an integral part of the education program.
- Providing promotion and practical support for research initiatives being conducted in South Australia aimed at providing a benefit to people affected by viral hepatitis.
- Sharing responsibility with the Communications Team for:
 - development of education resources

- planning, promotion, delivery and evaluation of awareness activities in relation to viral hepatitis.
- Contributing to the development and maintenance of effective communication and administrative systems, and overall organisational development of Hepatitis SA.
- Acting as a representative of Hepatitis SA on committees as required.
- Attending meetings, conferences as required – including submitting abstracts to present education work of Hepatitis SA at conferences.
- Where required, assisting in providing the telephone information and support services of Hepatitis SA.
- Other duties as required consistent with the function of Hepatitis SA.

All staff members contribute to the promotion and implementation of Hepatitis SA's aims, personnel management standards, employee conduct standards, the Equal Employment Opportunities and Work, Health and Safety Acts by adhering to the provision of relevant legislative requirements. This includes:

- respect for client and staff confidentiality
- promoting best practice principles
- promoting and maintaining a safe work environment
- participating in training programs
- participating in supervision and debriefing

SELECTION CRITERIA

ESSENTIAL

1. Formal qualifications and/or experience working in community development, health promotion, adult education, or a related discipline.
2. Highly developed oral and written communication skills, including the ability to present information in an accessible and appropriate manner, such as, for oral presentations and written reports.
3. The ability to develop collaborative approaches to service delivery.
4. The ability to work in an inclusive manner with marginalised individuals and communities from the viral hepatitis priority populations, including people who inject drugs, prisoners, Aboriginal & Torres Strait Islanders, people from culturally & linguistically diverse communities, young people.
5. Demonstrated understanding of the Ottawa Charter for Health Promotion, and the principles of 'harm minimisation' in relation to injecting drug use.

6. Demonstrated experience of managing projects – including project research and design, promotion, delivery and evaluation.
7. The ability to work collaboratively with a small team, as well as independently.
8. Demonstrated administrative skills and the ability to organise workload.
9. Demonstrated experience in the use of a range of software applications, including MS Office Suite and the internet.
10. Current SA driver's licence.

DESIRABLE

1. Knowledge of hepatitis B and hepatitis C, and an understanding of issues related to viral hepatitis.
2. Experience working within a community-based organisation.
3. Knowledge of the health and community services industry in South Australia.

REFEREES

Applicants should provide the names and contact details for two work-related referees.