



Job Description

Position:	'Aboriginal Mental Health' Trainer & Projects Officer (Learning & Development Unit)
Classification:	Full Time /Part Time (2 year contract)
Responsible to:	Executive Officer via Manager Learning and Development Unit (LDU)
Responsible for:	Training and Assessment of Aboriginal-specific courses and other courses and assisting in Aboriginal related project work

Main Duties

Training & Assessment

- Plan, prepare and deliver Aboriginal specific courses that may include Aboriginal:
 - history
 - cultural practices and protocols
 - knowledge, experiences and perspectives
 - issues in terms of social justice and equity
 - communities and community needs
 - intercultural communication
 - services and networks
 - service delivery
- Plan, prepare and deliver courses /training according to the Community Services Training Package, primarily the Certificate IV in Mental Health
- Assist in the development, implementation and review of training & assessment strategies and materials
- Participate in the validation of all learning and assessment tools
- Advise, assist and help participants to develop individual training plans
- Provide feedback to participants on the outcomes of assessment processes
- Conduct information sessions regarding LDU products

Project Work

- Assist in planning, implementing, monitoring and evaluating Aboriginal specific projects as determined by the Executive Officer/LDU Manager
- Attend relevant meetings internally and externally relevant to projects
- Develop and implement consultation processes relevant to projects undertaken
- Establish and maintain networks, partnerships and relationships with relevant community organisations, government bodies and individuals
- Develop and facilitate reference groups relevant to projects undertaken
- Undertake research and resource/tool development
- Prepare progress reports, final reports and recommendations for projects undertaken

Administration

- Respond to telephone, oral and written requests for information & ensure the specific needs of clients are clarified and met
- Timely completion and delivery of course and participant administration assessment, forms & records for data entry & filing
- Update of all relevant course and participant files ensuring each file is current
- Arrange meetings and develop and circulate relevant documents eg agendas

Teamwork

- Work collaboratively with other team members

- Actively engage with other team members in continuous improvement of the LDU
- Attendance/participation at team meetings as required

Other

- Undertake professional development to ensure both training & vocational competencies remain current with industry standards
- Attend/participate in trainer & assessor meetings as required
- Promote the profile of the MHCC and LDU to the sector and other relevant parties
- Attend and participate in industry forums as required
- Adhere to MHCC/LDU policy and procedures & workplace/industry requirements
- Ensure compliance with all Commonwealth & State legislative requirements governing the MHCC business activities (including but not limited to EEO, Anti-discrimination, OH&S, VET)
- Complete other duties as required