

Position:	Trainer and Assessor
Employment Status	Contract Part time/Casual
Classification:	Social Community Health Care and Disability Services Industry Award, 2010
Responsible to:	Manager, LD

About Mental Health Coordinating Council (MHCC)

MHCC is the Peak body and works towards empowering community managed mental health in NSW. MHCC Learning & Development (LD) is a registered training organisation delivering accredited training and professional development to community sector workers and other stakeholders. Our commitment to superior training and assessment services can only be met by employing equally committed, experienced and outstanding staff.

About the role

MHCC is looking for a highly motivated individual to deliver training and assessment services to a wide range of participants. MHCC offers a variety of PD across Mental Health specific topics and accredited Certificate qualifications in mental health. A full list of the training offered by MHCC can be found on our website.

The Mental Health Trainer and Assessor is responsible for:

- Planning, preparation and delivery of accredited courses and professional development training
- Assessment marking and validation processes for accredited courses
- Assisting in development and review of training and assessment materials and strategies

MHCC is seeking an individual who has demonstrated experience in delivering training to adult learners, with current community mental health industry experience and knowledge of trauma-informed recovery-oriented principles. This is a part time role.

Priority Skill Sets

We are looking for trainers with excellent training facilitation skills, confidence, and enthusiasm as well as, experience and skill sets in one, or more, of the following:

1. Experience with mental health support work
2. Experience working within the NDIS space
3. Working within a supported decision making framework
4. Experience working with complex trauma with an understanding of best practice approaches
5. Experience managing workers with lived experience of mental health

If this sounds like you then apply today by sending your resume and a statement addressing the selection criteria below.

Criteria

- Certificate IV in Workplace Training and Assessment (TAE40110 or TAE40116) (or currently undertaking)
- Certificate IV in Mental Health or Certificate IV in Mental Health Peer Work (or willingness to obtain)
- Demonstrated experience in one or more of the 5 Priority Skill sets listed above
- Experience training in a vocational environment utilising an engaging training delivery and “think on your feet” style and applying adult learning principles.
- Current industry work experience in the Mental Health sector
- Demonstrated commitment to maintaining professional and industry currency

- Based on the training courses shown on the MHCC website which courses are you interested in delivering and why.

Desirable, but not essential

- Sound knowledge of the VET Quality Framework and how it is applied to training delivery and assessment
- Current NSW drivers licence and willingness to travel within NSW and interstate as required
- Demonstrated experience in development and review of training materials

Job benefits and perks

Remuneration packaging includes base salary of \$65-\$70k (pro rata) based on experience, plus super guarantee contribution, FBT salary packaging and entertainment benefits under our Public Benevolent Institution status available. MHCC offers a flexible working environment.

To Apply

Submit your CV and a statement addressing the Criteria outlined above to erika@mhcc.org.au

Applications will be reviewed as they are received so you are encouraged to submit your application as soon as possible.

Applications that do not address selection criteria will not be considered.

Any enquires regarding the position should be addressed to Erika Hewitt email erika@mhcc.org.au.

Full Job Description is available from our website www.mhcc.org.au.

We promote diversity and practice equity. Aboriginal and Torres Strait Islander people, people from different cultural backgrounds. LGBTQIA+ people and people with disabilities are strongly encouraged to apply.

Job Description

Position:	Trainer and Assessor
Responsible to:	Manger, Learning and Development
Responsible for:	Training and Assessment

About MHCC

The Mental Health Coordinating Council (MHCC) is the peak body for non-government mental health community-managed organisations (CMOs) across New South Wales (NSW). MHCC has member organisations which provide a diversity of psychosocial and clinical services. MHCC advocates trauma informed recovery oriented practice and works closely with its members and other stakeholders to build capacity and improve mental health service delivery to people with lived experience of mental health conditions, their families and carers in NSW.

MHCC takes a leadership role in advocating the vital importance of the mental health community managed sector. We participate extensively in policy reform and work in partnership with State and Commonwealth Governments to build cross-sectoral collaboration and understanding.

MHCC is a Registered Training Organisation (RTO) providing accredited and non-accredited courses and professional development to community sector workers and other stakeholders.

MHCC's Vision

That people experiencing mental health conditions are supported to live meaningful lives in the communities of their choice.

MHCC's Purpose

To lead and support a strong, dynamic and sustainable community-managed mental health sector that provides effective health, psychosocial and wellbeing services and programs to the people of NSW.

MHCC's Underlying Principles

- Good mental health is about the whole person: their social, psychological, physical, emotional, spiritual, cultural and economic needs
- The lived experience of people with mental health conditions must guide the design, management and delivery of services
- People need access to a range of supports and services to enhance their ability to live a meaningful life
- A collaborative cross sector approach to service co-design and workforce development is required
- A trauma-informed recovery-oriented practice approach must underpin all aspects of service governance and delivery

About the Role

The Trainer and Assessor delivers accredited and non-accredited courses and professional development training to a wide range of participants within NSW and across Australia. They are responsible for delivering training and undertaking assessments which comply with RTO standards and MHCC's values and aims.

The Trainer and Assessor forms part of MHCC's Learning and Development (LD) team.

Key Accountabilities

Training & Assessment

- Plan, prepare and deliver accredited and non-accredited courses and professional development training in accordance with the *Standards for Registered Training Organisations (RTOs) 2015* and MHCC's *Trainer and Assessor Handbook*
- Assist in the development, implementation and review of training and assessment strategies and materials
- Participate in validation and moderation sessions as required
- Develop individual learning plans for participants with learning difficulties or particular needs
- Deliver training within a dynamic and safe learning environment
- Report all accidents and incidents to the LD Manager in accordance with MHCC's procedures
- Provide advice to the LD Manager regarding participants' learning support needs and progress
- Provide learning support to participants beyond the classroom as required
- Mark assessments in accordance with MHCC's *Trainer and Assessor Handbook*
- Identify and suggest improvements to Training and Assessment materials and processes

Administration and Paperwork

- Ensure all training and assessment documents and data bases are maintained to RTO standards and in accordance with MHCC's procedures
- Provide feedback to the LD Manager regarding relevance and currency of training and assessment materials

Compliance and Quality Assurance

- Ensure industry and VET competencies are maintained in accordance with the trainer and assessor requirements of the *Standards for Registered Training Organisations (RTO) 2015* and with MHCC's policy and procedures
- Ensure all training and assessment documents and data bases are maintained to RTO standards
- Participate in MHCC professional development activities as required
- Deliver training in a manner which reflects MHCC's values
- Monitor and evaluate training delivery to ensure it meets stakeholder needs
- Ensure all training and assessment conducted recognises and reflects:
 - Recovery orientated practice
 - Trauma informed practice
 - Industry needs and expectations
- Develop and maintain a training culture that consistently represents MHCC values and its role as an industry based RTO that is responsive and adds value to the sector
- Provide a client-friendly service that caters for, and delivers on, industry needs and ensures the delivery of quality customer service

Other

- Positively represent MHCC at all times, and reflect MHCC's mission and aims and actively be aware of MHCC's role as a peak body
- Attend/participate in trainer & assessor meetings as required
- Promote the profile of the MHCC and LD to the sector and other relevant parties
- Adhere to MHCC's policies and procedures & workplace/industry requirements

- As required contribute to development and review of LD policies and procedures and systems
- Ensure compliance with all Commonwealth & State legislative requirements governing the MHCC business activities (including but not limited to EEO, Anti-discrimination, WHS, VET)
- Travel within NSW and interstate as required
- Complete other duties as required