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| Position Title | *Educator* | |
| Business Unit/location | Education / Any clinic | |
| Immediate Manager | Education Manager | |
| Direct Reports | N/A | |
| Award and Level | Level 3 | |
| Employment status | Casual | |

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| **Why work at Family Planning Tasmania?** |
| Sexual health rights are at the core of everything we do at Family Planning Tasmania.  We strongly believe that accessing quality sexual and reproductive healthcare and education is a fundamental human right. Family Planning Tasmania supports over 14,000 clients a year to improve their sexual and reproductive health through its state-wide clinics in Glenorchy, Launceston and Burnie. The staff and Board of Family Planning Tasmania are committed to providing services in a manner that recognises the rights of individuals to be consistently treated with a non-judgmental, non-discriminatory, considerate manner, respecting their right to privacy and confidentiality.   * Make a real difference in the lives of vulnerable Tasmanians: over 60% of our clients are either young, living with disability, Tasmanian Aboriginal, culturally and linguistically diverse or financially disadvantaged. * Sociable, flexible hours, with limited out-of-hours. * Work as part of a great team in a collegial, supportive and fun environment. * Not for profit salary packaging available. |

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| **Position Purpose** |
| This focuses upon the development and delivery of all Family Planning Tasmania Education programs in accordance with the Education team and under the instruction of the Senior Educator and the Manager of Education Training and Health Promotion. |

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| **Key Accountabilities** |
| * Planning, developing, implementing and delivering relationships, sexuality and sexual health education activities within schools to students, parents and teachers * Develop respectful relationships, sexuality and sexual health education resources in a range of formats and facilitate access to this information * Planning, developing and delivery professional workshop to business and the public * Building and strengthening relationships with key stakeholders and promote Family Planning Services * Providing education, advocacy, support and mentoring to people working with target populations * Provide one on one education and structured support to clients with additional needs, their carers and support staff * Planning, developing, implementing and delivering professional disability & additional needs learning programs to staff working with people with additional needs (including disability, sensory needs and/or trauma) * Regularly report progress against agreed project milestones and KPIs to the Senior Educator and the Manager – Education, Training and Health Promotion * Actively identify opportunities for the success of the program including fee for service work * Develop, review and evaluate education resources and strategies * Lead and/or contribute to research initiatives, including the maintenance of quantitative and qualitative data as required * Lead and/or actively participate in Education Team meetings, workshops and other meetings as required * Undertake Professional Learning where required for upskilling in a particular area of FPT service and programs * Perform all other duties, for which you are reasonably trained and skilled to undertake to fulfil the responsibilities of the position. |

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| **Essential requirements** |
| * Travel to local and regional areas * Current Driver's license * Police Check and Working with Vulnerable People Check * A degree or demonstrated relevant experience in teaching, health promotion, social work, counselling, nursing or a related discipline * Proven ability to develop, implement and evaluate effective education programs * Demonstrated high level interpersonal skills and the proven capacity to work effectively as part of a team and engage professionally with colleagues, parents, carers, school staff and the broader community * Demonstrated excellence in written, oral communication and affective language. * Proficiency in Microsoft Office applications * Ability to work flexible hours and days on occasion to support organisational needs |

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| **Desirable requirements** |
| * Current knowledge of developments and trends in the education, training and health promotion sector – developments and trends relating to relationships, sexuality and sexual health. * Knowledge and understanding of relationships, sexuality and reproductive and sexual health issues and challenges specific to Family Planning Tasmania priority populations. |

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| **Selection Criteria** | |
| 1 | Cultivates Productive Working Relationships  Demonstrated capability to nurture internal and external relationships; facilitate cooperation and partnership; value difference and diversity; and guide, mentor and develop people. |
| 2 | Exemplifies Personal Drive and Integrity  Demonstrated capability to exemplify Family Planning Tasmania and VALUES; demonstrate professionalism and probity; engage with risk and show personal courage; commit to action; display resilience; and demonstrate self-awareness and a commitment to personal development. |
| 3 | Communicates with Influence  Demonstrated capability to communicate clearly; listen, understand and adapt to audience; and to negotiate persuasively. |
| 4 | Delivers Results  Achieves results through the efficient use of resources and a commitment to quality outcomes. |
| 5 | Plans and Prioritises  Achieves priority outcomes and responds flexibly to changing circumstances. |

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| **The basic physical and psychological requirements of this role** | |
| **Work Environment** | |
| Manage demanding and changing workloads and competing priorities. | Daily |
| Work in a team environment. | Daily |
| Physically set up and pack down room for workshop | Daily |
| **People Contact** | |
| Liaise with government, non-government and community organisations. | Daily |
| Work with clients who may have a physical or sensory disability. | Regular |
| Interact with clients and other people who could display challenging behaviour. | Regular |
| Facilitate access to specialist, generic and community services. | Daily |
| Undertake training and professional development activities. | Regular |
| **Administrative Tasks** | |
| Undertake administrative tasks which may include computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data. | Daily |
| Use technology | Daily |
| **Transport** | |
| Drive to various locations, including intrastate if needed | Regular |
| Drive vehicles possibly over long distances and in all traffic and weather conditions. | Regular |

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