

Position Description

Title	Trainer, AOD and Mental Health Programs
Business unit	AOD, Mental Health and Carer Services
Location	Coburg or Prahran
Employment type	Casual
Reports to	Team Leader, Lived Experience and Consumer Training and Development

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

To support the planning, development and delivery of non-accredited training within Alcohol and Other Drugs (AOD), Mental Health and Carer Services.

It is dependent on the skills and interests of trainers whether they work in our AOD services, mental health services, or across both. The AOD consumer education programs are a series of short non-accredited group-based programs providing psychoeducation and support to individuals wanting to address their AOD behaviours. A key target group for these programs is people involved in the justice system. The programs aim to increase people's understanding of the harms and impacts of AOD use while offering strategies to support people to make changes.

Our Mental Health services deliver training in the Hearing Voices approach to workers and individuals with lived experience of hearing voices. This training aims to provide an in-depth understanding of this approach, granting participants confidence and tools in working with people who hear voices.

The Lived Experience and Consumer Training and Development team is relatively new to Uniting. It is anticipated that as the team grows that the training offering will also grow.

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2. Scope

Budget: nil

People: nil

3. Relationships

Internal

- Manager, Lived Experience and Consumer Partnerships
- Colleagues across Lived Experience and Consumer Partnerships
- Consumers and Lived Experience Workforce / Trainees

External

- Other organisations across the sector
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4. Key responsibility areas

Training

- Liaise with consumers and lived experience workforce supporting the enrolment processes
- Prepare and deliver high quality engaging training / psychoeducation sessions to a diverse group of participants from a wide range of backgrounds, both online and face to face
- Provide feedback to learners and stakeholders (as appropriate) on their progress and achievements
- Develop resources to support learning
- Participate in training review and evaluation processes
- Collaborate with team members to ensure successful delivery of the training programs
- Complete all the necessary administration pre and post-delivery including data collection processes to support evaluation and continuous improvement
- Facilitate information sessions with potential learners and the sector to increase awareness of the offerings and the processes to participate
- Collaborate with existing service providers and facilitate referrals to other services, as appropriate
- Promote consumer participation in formal internal and external evaluation activities.
- Contribute and support needs assessment processes, content development and innovations

Legal requirements & risk management

- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).

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- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organisation

5. Person specification

Qualifications

- Tertiary qualifications (minimum certificate IV) in Mental Health, Psychology, Social Work, Occupational Therapy, or other health related field

Experience

- Extensive understanding and experience working in the Alcohol and other Drug Sector and / or Mental Health sector
- Demonstrated experience working with consumers with alcohol and other drugs dependency in a harm minimisation framework
- Experience designing and delivering training and/or skills development programs as well as delivering appropriate learning supports and resources
- Demonstrated experience facilitating a range of psychoeducational groups

Desirable

- Certificate IV in Workplace Training and Assessment
- Demonstrated experience providing drug and alcohol assessment and counselling activities
- A lived experience of mental health and / or AOD challenge, trauma or emotional distress and/or experience of accessing AOD or mental health related services. Applicants must consider themselves to be work ready; be capable of reflecting on how their own lived experience interacts with that of others; and be able to contribute to the development and implementation of collaborative ways of working.

Core selection criteria

- Demonstrated experience within the community, health or welfare sector, or related field
- Demonstrated knowledge of harm minimisation principles, recovery-oriented principles, and client centred models of care.
- Previous experience in the delivery and facilitation of training, to people with a forensic background, AOD and or Mental Health challenges.
- Demonstrated ability to work collaboratively with internal and external stakeholders
- Well-developed written and verbal communication skills
- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.

6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With

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Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

7. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: