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## RTO PEER WORK/LIVED EXPERIENCE TRAINER

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**AUGUST 2024**

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### POSITION SUMMARY

Location:	Parkville		
Functional area:	Knowledge Translation		
Classification/ Salary:	SCHADS Level 3 – Level 4 pro rata commensurate with skills and experience + 11.5% super & \$15,900 NFP packaging		
Job level:	2		
Reports to:	Team leader – Workforce Development		
Employment type:	Part time (0.6FTE)		
Employment length:	12 months		
Direct reports	0	Indirect reports	No

### POSITION PURPOSE STATEMENT

The RTO Peer Work/Lived Experience Trainer will plan, develop, deliver, and assess units from the Certificate IV in Mental Health Peer Work. This will involve planning, developing and delivering engaging training covering theory, practice, and simulation classes in mental health peer work.

The Peer Work/Lived Experience Trainer will collaborate with the broader Orygen Knowledge Translation team and subject matter experts to review and update training content, prepare and update student learner guides, prepare and deliver online learning content, provide support and supervision to students, and assess coursework.

**About Knowledge Translation.**

Knowledge Translation bridges the gap between cutting-edge research and how the knowledge is applied in clinical practices and services. This will be achieved by assisting services and clinicians to consistently use best practice that is adapted to particular contexts and settings.

### POSITION FOCUS

	Key responsibility area	Percentage
1	RTO Teaching and learning support	70%
2	Project activities	20%

### REVOLUTION IN MIND

3	Other	10%
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## POSITION KEY RESPONSIBILITY AREAS

<p><b>1. RTO Teaching and learning support</b></p> <ul style="list-style-type: none"> <li>• Prepare and deliver learning content for students in the Certificate IV in Mental Health Peer Work. This includes topics such as Workplace Health and Safety (WH&amp;S), trauma informed care, applying lived experience, peer work practice, ethical, legal and diversity in the mental health field and managing personal stressors, in compliance with Orygen’s RTO policies based on <i>Standards for RTOs 2015</i>.</li> <li>• Provide support to students to complete required assessment tasks and assess submitted assessments for unit/course completion</li> <li>• Provide teaching and learning support as required to ensure students’ satisfactory course progress.</li> <li>• Contribute to the development of future course offerings in a team environment to foster a culture that embraces continuous improvement and best practice.</li> <li>• Participate and work with team members in the validation of assessment tools and moderation of student outcomes.</li> <li>• Support the broader Workforce Development team’s knowledge as a subject matter expert in mental health peer work.</li> </ul> <p><b>2. Project activities</b></p> <ul style="list-style-type: none"> <li>• Work collaboratively with members of the workforce development team to develop and deliver workforce development projects and training packages as required.</li> <li>• Ensure professional development is continuously maintained for industry and VET currency.</li> </ul> <p><b>3. Other</b></p> <ul style="list-style-type: none"> <li>• Comply with and support others to comply with Orygen’s policies and procedures, and culture that is safe, diverse and required.</li> </ul>
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## EDUCATION / QUALIFICATIONS

Essential	<ul style="list-style-type: none"> <li>• Qualification in Training and Assessment equivalent to Certificate IV in Training and Assessment (TAE40116), or willingness to complete the course or any upgrade required.</li> </ul>
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## EXPERIENCE / SKILLS

Experience / skills	<ul style="list-style-type: none"> <li>• Demonstrated industry experience in lived experience peer work in mental health.</li> <li>• Knowledge of peer work models and peer workforce issues in youth mental health.</li> <li>• Experience or vocational competency in youth mental health</li> <li>• Experience of working with adolescents and young adults and an appreciation of adolescent developmental issues.</li> <li>• Demonstrated experience in developing or delivering training and education to a range of audiences.</li> <li>• Highly developed verbal and written communication skills.</li> <li>• Well-developed organisational and time management skills.</li> <li>• Demonstrated ability to effectively collaborate and engage with a range of internal and external stakeholders.</li> <li>• High level of proficiency in the use of standard application software such as the Microsoft Office suite and web-based applications.</li> <li>• Highly motivated, highly productive individual with suitable qualifications and industry experience in youth mental health peer work to fulfil this key role.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Demonstrated commitment to maintaining mental health and peer work industry skills and experience, including familiarity with RTO course requirements.</li> <li>• Knowledge of the rationale, evidence base and treatments for early intervention in youth mental health.</li> <li>• Commitment to maintaining professional competency in the VET sector and commitment to ongoing professional development.</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Highly developed verbal and written communication skills.</li> <li>• Well-developed organisational and time management skills.</li> <li>• Willingness to explore new educational methods for teaching and learning.</li> </ul>

## KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> <li>• Knowledge Translation division.</li> <li>• Workforce Development team.</li> <li>• Employment and Education Partnerships team.</li> <li>• Head of Lived experience.</li> </ul>
External	<ul style="list-style-type: none"> <li>• Clinicians, researchers and community-based peer work organisations.</li> <li>• VET sector.</li> <li>• Other education qualification and compliance authorities.</li> </ul>

## SPECIAL REQUIREMENTS

<ul style="list-style-type: none"> <li>• Unrestricted right to live and work in Australia.</li> <li>• A current National Police Check will be required.</li> <li>• Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.</li> <li>• Successful applicants will be required to provide proof of COVID-19 vaccination prior to commencement.</li> <li>• You may be required to work across more than one of Orygen's sites, which are currently located within the north and west of Melbourne.</li> <li>• A current Victorian driver's licence (desirable).</li> <li>• In line with government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required.</li> <li>• Occasional out of hours, evening and/or weekend work may be required.</li> </ul>
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## SAFETY, HEALTH AND WELLBEING RESPONSIBILITIES

<p>Employees are required to comply with all workplace health, safety and wellbeing policies and procedures of Orygen.</p> <p>In addition, employees are expected to:</p> <ul style="list-style-type: none"> <li>• Promote and demonstrate Orygen's high standards in relation to health, safety and wellbeing, championing a culture of safety in the workplace.</li> <li>• Take responsibility for their own safety, health and wellbeing and for their colleagues and others they work alongside, as far as they are able.</li> <li>• Follow policies, training and guidelines related to Workplace health, safety and wellbeing, including reporting of unsafe work practices, incidents, hazards and near miss events.</li> <li>• Be committed to promoting and protecting the safety and well-being of all children and young people and embedding safeguarding practices into all our programs and services.</li> </ul>
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## ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name	
Signature	
Date	