

JOB PACKAGE

Educator People 1st Programme (Albany) Part Time (15 hours per fortnight)

Thank you for your interest in this position. A current job description and selection criteria follows.

People 1st Programme (PIP) is a programme of [FPWA Sexual Health Services](#) leading not for profit and non government agency that provides sexual health services, information and training to WA community. PIP supports people with an intellectual disability in human relationships, protective education and sexuality, along with parents, carers and service providers. Services are available in the Perth metropolitan area and regional WA.

We are looking for an experienced and passionate Educator, who can work autonomously.

Successful candidates should be:

- Enthusiastic and interested in delivering a first class service to the clients
- Possess knowledge and skills in Sexual Health including contemporary issues
- Have excellent interpersonal and organisational skills
- Have a proven ability to design and implement integrated training and assessment strategies, and
- Previous teaching experience and extensive experience with Microsoft applications will be an advantage.

For further information about the organisation, programme and this employment opportunity please refer to www.people1stprogramme.com.au and www.fpwa.org.au/employment

If you require further information about the position please contact Manager Human Resources **Kathy Johnson** 08 9227 6177 ext 221.

For more information about People 1st Programme visit our website at www.people1stprogramme.com.au

Please send your completed application including a covering letter, considering the selection criteria and resume to:

HR/Payroll Administration Officer
FPWA
PO Box 141
Northbridge 6865

Alternatively, applications can be emailed to jobs@fpwa.org.au with the position title in the subject line, or faxed to 08 9227 6871.

Important: Please ensure you have read the 'Guide for Job Applicants' available at www.fpwa.org.au/employment before applying for a position at FPWA Sexual health Services.

Please note: The successful applicant for this position will be required to present a current (less than 12 months) National Police Clearance and obtain Working with Children Check card.

Employment Status

Part Time

Hours

15 per fortnight

Classification

Level 4 Social, Community, Home Care and Disability Services Industry Award 2010

Date of Issue

June 2010

Reviewed

September 2010

Job Purpose

People First Programme supports people with an intellectual disability in human relationships and sexuality. The programme has an educational focus and responds to current clientele needs within a human relationship self-esteem sexuality and protective behaviours framework. Parents, carers, service providers and other professionals are encouraged to utilise the service, it is expected that the Educator will liaise with and provide advice and information when required. Responsibilities will include providing 1:1 and group sessions to individuals residing in Albany.



Critical Objectives	Standards of Performance	Measures	Knowledge and Skills Required
Working with the manager conduct on going systematic review of assessment materials and tools for use with the client group	<ul style="list-style-type: none"> Materials and tools are mapped to training packages Materials and tools are created / purchased as needed Assessment materials meet the PIP Standards 	<ul style="list-style-type: none"> Management assessment Internal audit 	<ul style="list-style-type: none"> Understanding of a wide range of issues relating to disability Ability to implement an eclectic approach
Review and update learning resources as required within Albany service	<ul style="list-style-type: none"> All PIP learning and assessment resources are current and contextualised Materials comply with agreed standards and comply with Governance frameworks 	<ul style="list-style-type: none"> Audit and review on a 6 monthly basis 	<ul style="list-style-type: none"> Understanding Methods of Training and Assessment. High level written and verbal communication skills
To design deliver and evaluate individualised educational and group sessions for people with an intellectual disability	<ul style="list-style-type: none"> Information disseminated is up to date evidence based and Referenced 	<ul style="list-style-type: none"> Documentation of sessions 	<ul style="list-style-type: none"> Relevant qualification in Disability or equivalent Knowledge of disability and its associated disorders Knowledge in relation to sexuality and sexual health issues Good written and verbal communication Ability to work autonomously Ability to work within a team
<p>Maintain a good standard of PIP client records and documentation</p> <p>Liaise with and provide advice to a range of agencies in relation to Sexual Health and Disability when the need arises</p>	<ul style="list-style-type: none"> Client notes comply with governance framework and DSC standards Follow up requests <p>Contact new agencies as per communication/Marketing Strategy</p>	<ul style="list-style-type: none"> Documentation Client feedback <p>Evaluation forms</p>	<ul style="list-style-type: none"> Awareness of FPWA Governance framework and DSC Standards Skills to communicate openly about Sexuality and sexual health Ability to deal with contemporary issues Ability to work with a diverse client group <p>Experience in Intellectual disability</p>
Attend monthly supervision, team meetings, and planning days	<ul style="list-style-type: none"> Supervision to take place at least monthly Monthly team meetings Bi Annual team planning days 	<ul style="list-style-type: none"> Supervision Documentation 	<ul style="list-style-type: none"> High level written and verbal skills Effective communication skills Active Participation in meetings

Sexual Health Services



Initiate the initial entry and agreed exit of individuals accessing the service	<ul style="list-style-type: none"> Document and action concerns 	<ul style="list-style-type: none"> Documentation in client notes Serious Matters Procedure 	<p>Knowledge of Child Protection Procedures and Adults at Risk Protocols</p> <ul style="list-style-type: none"> Awareness of Statutory Responsibilities
To assist the manager to identify changing service needs within Albany area in line with the strategic direction of the organisation and the development of the PIP service	<ul style="list-style-type: none"> Identify need and report need to manager 	<ul style="list-style-type: none"> Management Assessment Client Feedback 	<ul style="list-style-type: none"> Organisational skill and knowledge Interpersonal skills
Implement and be responsive to PIPs Philosophy of Care and DSC standards	<ul style="list-style-type: none"> Pip Mission statement DSC Standards 	<ul style="list-style-type: none"> Supervision documentation 	<ul style="list-style-type: none"> Knowledge and skills in relation to 9 Disability standards Interpersonal skills
Continues to enhance Knowledge and skills in relation to Disability and Sexuality	<ul style="list-style-type: none"> Attend Professional Development sessions as agreed during annual appraisal and supervision Team subscribes to relevant journals 	<ul style="list-style-type: none"> Session attendance Feedback 	<ul style="list-style-type: none"> Practice is evidence based and current
A commitment to self directed learning and /or ongoing professional development	<ul style="list-style-type: none"> Portfolio of evidence with ongoing evidence of development 	<ul style="list-style-type: none"> Documentation Reflective practice during 1:1 sessions 	<ul style="list-style-type: none"> Organisational skills Ability to recognise own learning needs
Information disseminated and approaches implemented are up to date evidence based and referenced	<ul style="list-style-type: none"> Documentation of sessions Lesson Plans/ session objectives 	<ul style="list-style-type: none"> Client Feedback Management Audit of notes and documentation 	<ul style="list-style-type: none"> Organisational skills Knowledge and skills development Effective Planning
Carry out other duties as directed by the manager	<ul style="list-style-type: none"> Carry out work identified 	<ul style="list-style-type: none"> Supervision 	<ul style="list-style-type: none"> Good organisational skills Ability to complete tasks to an agreed standard.
Comply with organisational policies and procedures and relevant legislation	<ul style="list-style-type: none"> Organisational policies are accessed and understood Organisational policies are complied with Relevant legislation and it's implications on practice is understood, and complied with 	<ul style="list-style-type: none"> Management assessment 	<ul style="list-style-type: none"> Knowledge of organisational policies Awareness of the Carers Recognition Act 2004
Carry out other duties as directed by the manager	<ul style="list-style-type: none"> Carry out work identified 	<ul style="list-style-type: none"> Supervision 	<ul style="list-style-type: none"> Good organisational skills Ability to complete tasks to an agreed standard.

Selection Criteria

Essential

1. Experience working with individuals with an Intellectual Disability or equivalent
2. Knowledge and skills in relation to Sexuality and Sexual Health including contemporary Issues
3. Demonstrated ability to develop partnerships with clients families and other service providers
4. Proven ability to develop, design and implement integrated training and assessment strategies and materials
5. High level of presentation skills
6. The ability to work autonomously
7. Current and valid Drivers Licence.
8. Good communication, organisational and planning skill
9. High level of written communication skills
10. Commitment to the philosophy and objectives of FPWA.
11. National Police Clearance.
12. Working with Children Check.

Desirable

1. Previous teaching experience
2. Experience with Microsoft applications(Word, Excel, Power Point, Outlook, Internet Explorer)

	Name :	Signature:	Date:
Staff Member:			
Manager:	Elaine Alderson		