



# Educator, People 1<sup>st</sup> Programme

Part-Time 36 hrs per fortnight

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

If you require further information about the position please contact **Elaine Alderson** on 08 9227 6177.

For more information about People 1<sup>st</sup> Programme visit our website at [www.people1stprogramme.com.au](http://www.people1stprogramme.com.au)

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

**Julia Mikhaylova**  
**HR Administration Officer**  
**FPWA**  
**PO Box 141**  
**Northbridge 6865**

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

**Closing date for applications is: 31 May 2010 at 5pm**

**Important: Please ensure you have read the 'Guide for Job Applicants' available at [www.fpwa.org.au/employment](http://www.fpwa.org.au/employment) before applying for a position at FPWA.**

**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**

36 per fortnight

## **Classification**

Level 3.3

## **Date of Issue**

30 November 2009

## **Review**

To be reviewed annually by Human Resources PIP Manager

## **Job Purpose**

People 1<sup>st</sup> Programme supports people with an intellectual disability in human relationships and sexuality. The programme has an educational focus and responds to current client 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 to these groups when required. Responsibilities will include delivering 1 to1 and group education sessions.

**Important: Please ensure you have read the 'Guide for Job Applicants' available at [www.fpwa.org.au/employment](http://www.fpwa.org.au/employment) before applying for a position at FPWA.**

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

Critical Objectives	Standards of Performance	Measures	Knowledge and Skills Required
Working with the Manager conducting ongoing systematic review of assessment materials and tools for use with the client group	<ul style="list-style-type: none"> <li>Materials and tools are mapped to training packages</li> <li>Materials and tools are created/purchased as needed</li> <li>Assessment materials meet the PIP Standards</li> </ul>	<ul style="list-style-type: none"> <li>Management assessment</li> <li>Internal audit</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of a wide range of issues relating to disability</li> <li>Ability to implement an eclectic approach</li> </ul>
Review and update learning resources as required	<ul style="list-style-type: none"> <li>All PIP learning and assessment resources are current and contextualised</li> <li>Materials comply with agreed standards and comply with Governance frameworks</li> </ul>	<ul style="list-style-type: none"> <li>Audit and review on a 6 monthly basis</li> </ul>	<ul style="list-style-type: none"> <li>Understanding Methods of Training and Assessment</li> <li>High level written and verbal communication skills</li> </ul>
To design deliver and evaluate individualised educational and group sessions for people with an intellectual disability	<ul style="list-style-type: none"> <li>Information disseminated is up to date evidence based and Referenced</li> </ul>	<ul style="list-style-type: none"> <li>Documentation of sessions</li> </ul>	<ul style="list-style-type: none"> <li>Relevant qualification in Disability or equivalent</li> <li>Knowledge of disability and its associated disorders</li> <li>Knowledge in relation to sexuality and sexual health issues</li> <li>Good written and verbal communication</li> <li>Ability to work autonomously</li> <li>Ability to work within a team</li> </ul>
Maintain a good standard of PIP client records and documentation  Liaise with and Provide advice to a range of agencies in relation to Sexual Health and Disability when the need arises	<ul style="list-style-type: none"> <li>Client notes comply with governance framework and DSC standards</li> <li>Follow up requests</li> <li>Contact new agencies as per communication/Marketing Strategy</li> </ul>	<ul style="list-style-type: none"> <li>Documentation</li> <li>Client feedback</li> <li>Evaluation forms</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of FPWA Governance framework and DSC Standards</li> <li>Skills to communicate openly about Sexuality and sexual health</li> <li>Ability to deal with contemporary issues</li> <li>Ability to work with a diverse client group</li> <li>Experience in Intellectual disability</li> </ul>
Attend monthly supervision, team meetings, and planning days	<ul style="list-style-type: none"> <li>1- 1 Supervision to take place at least monthly</li> <li>Monthly team meetings</li> <li>Bi Annual team planning days</li> </ul>	<ul style="list-style-type: none"> <li>Supervision</li> <li>Documentation</li> </ul>	<ul style="list-style-type: none"> <li>High level written and verbal skills</li> <li>Effective communication skills</li> <li>Active Participation in meetings</li> </ul>
Initiate the initial entry and agreed exit of individuals accessing the	<ul style="list-style-type: none"> <li>Documents are standardised within the team</li> </ul>	<ul style="list-style-type: none"> <li>Audit of client notes and documentation</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of FPWA standard</li> <li>Pip Guidelines</li> </ul>

Critical Objectives	Standards of Performance	Measures	Knowledge and Skills Required
service	<ul style="list-style-type: none"> <li>Documents meet governance framework</li> <li>Documents meet FPWA standards</li> </ul>		<ul style="list-style-type: none"> <li>Knowledge of referral and exit criteria</li> </ul>
Identify individuals who may be at risk and Implement relevant Policy and Procedure to ensure safety	<ul style="list-style-type: none"> <li>Document and action concerns</li> </ul>	<ul style="list-style-type: none"> <li>Documentation in client notes</li> <li>Serious Matters Procedure</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Child Protection Procedures and Adults at Risk Protocols</li> <li>Awareness of Statutory Responsibilities</li> </ul>
To assist the manager to Identify changing service needs within Metro area in line with the strategic direction of the organisation and the development of the PIP service	<ul style="list-style-type: none"> <li>Identify need and report need to manager</li> </ul>	<ul style="list-style-type: none"> <li>Management Assessment</li> <li>Client Feedback</li> </ul>	<ul style="list-style-type: none"> <li>Organisational skill and knowledge</li> <li>Interpersonal skills</li> </ul>
Implement and be responsive to PIPs Philosophy of Care and DSC standards	<ul style="list-style-type: none"> <li>Pip Mission statement</li> <li>DSC Standards</li> </ul>	<ul style="list-style-type: none"> <li>Supervision documentation</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and skills in relation to 9 Disability standards</li> <li>Interpersonal skills</li> </ul>
Continues to enhance Knowledge and skills in relation to Disability and Sexuality	<ul style="list-style-type: none"> <li>Attend Professional Development sessions as agreed during annual appraisal and supervision</li> <li>Team subscribes to relevant journals</li> </ul>	<ul style="list-style-type: none"> <li>Session attendance</li> <li>Feedback</li> </ul>	<ul style="list-style-type: none"> <li>Practice is evidence based and current</li> </ul>
A commitment to self directed learning and /or ongoing professional development	<ul style="list-style-type: none"> <li>Portfolio of evidence with ongoing evidence of development</li> </ul>	<ul style="list-style-type: none"> <li>Documentation</li> <li>Reflective practice during 1:1 sessions</li> </ul>	<ul style="list-style-type: none"> <li>Organisational skills</li> <li>Ability to recognise own learning needs</li> </ul>
Information disseminated and approaches implemented are up to date evidence based and referenced	<ul style="list-style-type: none"> <li>Documentation of sessions</li> <li>Lesson Plans/ session objectives</li> </ul>	<ul style="list-style-type: none"> <li>Client Feedback</li> <li>Management Audit of notes and documentation</li> </ul>	<ul style="list-style-type: none"> <li>Organisational skills</li> <li>Knowledge and skills development</li> <li>Effective Planning</li> </ul>
Comply with organisational policies and procedures	<ul style="list-style-type: none"> <li>Organisational policies are accessed and understood</li> <li>Organisational policies are complied with</li> </ul>	<ul style="list-style-type: none"> <li>Management assessment</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of organisational policies</li> </ul>
Work as part of a team	<ul style="list-style-type: none"> <li>Good communication with all team members</li> <li>Awareness of team members</li> </ul>	<ul style="list-style-type: none"> <li>Management assessment</li> <li>Peer Feedback</li> </ul>	<ul style="list-style-type: none"> <li>Strong communication skills</li> <li>Interpersonal skills</li> </ul>

Critical Objectives	Standards of Performance	Measures	Knowledge and Skills Required
	needs and issues <ul style="list-style-type: none"> <li>Work with other team members to achieve unit objectives</li> </ul>		
Other duties as directed by Manager	<ul style="list-style-type: none"> <li>Completes tasks as assigned and as requested</li> </ul>	<ul style="list-style-type: none"> <li>Management assessment</li> </ul>	<ul style="list-style-type: none"> <li>Ability to fulfil a range of duties</li> <li>Willingness to work as part of a team to ensure unit obligations are fulfilled</li> </ul>

## Selection Criteria

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. The ability to work autonomously and as part of a team.
6. Current and valid Drivers Licence.
7. Good communication, organisational and planning skill
8. High level of written communication skills
9. Commitment to the philosophy and objectives of FPWA.
10. The ability to travel within the metropolitan and regional areas of WA is a requirement of this position.

## Approval

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