

## Education Coordinator - Development

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<b>TEAM:</b>	<b>WARCA</b>
<b>LOCATION:</b>	<b>Perth</b>
<b>REPORTING LEADER:</b>	<i>WARCA Principal</i>

## ABOUT HELPINGMINDS

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HelpingMinds Limited is a long-established non-profit organisation that provides safe and high quality services in the community to support families, carers and people living with a mental health issue. We provide support and hope to live the best life possible.

Our Purpose is to help people see possibilities .

Our Mission is to improve our communitys mental health and wellbeing

**HelpingMinds promotes mental wellbeing by supporting individuals, families and friends to recovery.**

- We understand families are important to the person living with mental distress.
- We understand every family is different
- We understand the importance of listening
- We understand the importance of connections
- We help build skills and confidence
- We empower hope in you and your family through your recovery journey

As a values-led organisation all team members act in accordance with our values of Hope, Collaboration, Trust, Integrity and Respect. Each team member undertakes their role utilising their unique skills and abilities to contribute to our purpose and mission.

## ABOUT THE WA RECOVERY COLLEGE ALLIANCE

The WA Recovery College Alliance (WARCA) is working to promote mental health and wellbeing (recovery) for all throughout the community, by offering recovery focused learning which inspires hope through transformative education. Through the Recovery College we seek to transform lives and communities.

WARCA offers a range of recovery focused short courses and workshops that are underpinned by co-design and co-production values and principles. Our courses offer opportunities for people to enhance knowledge, skills, connections and relationships, as well as build the recovery capital resources necessary to navigate their problems and (re)-build their lives. The aim of WARCA courses is to create the conditions for people to take control of their own lives by providing leadership pathways for the future. We embrace inclusivity, diverse worldviews and transformative, emancipatory teaching.

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WARCA enables community members and mental health professionals to have access to an educational approach that supports the understanding of mental health, substance use challenges wellbeing and recovery from multiple viewpoints and sources of expertise. The Recovery College operates state wide from regional hubs and satellite locations.

We operate according to the WARCA Integrity Framework and WARCA Recovery Ethos

## PURPOSE OF THE ROLE

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This exciting position draws on the professional skills of a facilitator who is passionate and experienced in transformational education. This role will be responsible for the educational elements of the Recovery College, and for supporting and developing new Recovery College Educators. Guided by our WARCA purpose and values, this role is responsible for leading many educational aspects of the Recovery College. The role will:

- Co-facilitate and iteratively develop the Educator Foundation Program (EFP),
- Lead resource development for educators
- Lead design and development of Educator professional development and co-facilitate professional development
- Lead quality assurance processes to ensure a high standard of course content and alignment with the College's Integrity Framework

## PRIMARY DUTIES AND RESPONSIBILITIES

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The primary duties and responsibilities of the WARCA Facilitator role include but are not limited to:

- Provide educational expertise and guidance to the WARCA program
- Co-facilitate the Educator Foundation Program (EFP) at various locations across the state
- Lead design and development of Educator resources
- Lead design and development of Educator professional development and co-facilitate sessions
- Lead quality assurance processes to ensure high standard of course content in line with the College's Integrity Framework
- Provide strengths-based feedback to Educators on course content
- Support Educators to co-produce and co-facilitate courses of a high educational quality
- Provide updates and communication to WARCA educators as required
- Contribute to the development and refinement of the WARCA Integrity Framework and ongoing quality assurance of courses
- Contribute to the development and refinement of relevant policies relating to Educators, their roles and responsibilities
- Support and assist in WARCA's administration and logistic coordination, including preparation for learning programs, setting up a term of courses, supporting co-ordination of one-off courses and other administrative tasks.

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- Contribute to the development of WARCA's strategic approaches, evolution and growth.
- Collect course evaluation data and prepare evaluation reports.
- Promote WARCA within Helping Minds and the broader community
- Participate in regular supervision with the WARCA Principal
- Proactively support the WARCA vision of recovery through full participation and values of connect, explore and transform and educational approaches in supporting people to overcome barriers, including challenges related to mental health, substance use and other life issues.
- Develop community based connections and collaborations in order to build new relationships that further support the growth and awareness of WARCA

## KEY PERFORMANCE INDICATORS

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- To be discussed with your line manager

## Governance, Safety and Quality Requirements

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In addition to your role specific responsibilities, HelpingMinds expects team members will:

- Perform other duties as requested or required and which are within the scope of their role and the capabilities of the employee.
- Be responsible for ensuring, as far as practicable, the provision of a safe working environment.
- Have an understanding and fulfils National Safety and Quality Standards requirements including but not limited to:
  - Participating in continuous safety and quality improvements actions, such as audit reviews and drills that result in improvements to patient care, team member knowledge or the consumers experience that align with actions describes within the standard.
  - Participating with the development, implementation, reporting and monitoring of HelpingMinds activities.
  - Ensuring records and statistics are kept in accordance with establish procedures.
  - Participating in annual performance development review.
- Perform duties and acts within the legal and financial constraints and boundaries of your role including but not limited to:
  - The Mental Health Legislation and Carers Recognition Act;
  - Commonwealth and State Funding Agreements;
  - Industrial Laws and Occupational Health and Safety Legislation;
  - The National Mental Health Standards 2010;
  - The National Standards for Disability Services;
  - The Australian Commission Safety and Quality Standards for Accreditation version 2;
  - NDIS Quality and Safeguarding Framework
  - National Principles for Child Safe Organisations
  - The HelpingMinds Staff Agreement 2022 as well as current organisational Policies and Procedures;

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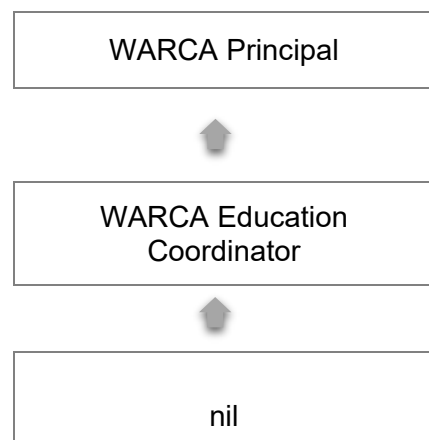
- HelpingMinds Code of Conduct, NDIS Code of Conduct and
- Work in accordance with your Employee Classification Definition according to the HelpingMinds Staff Agreement 2022.

## AUTHORITY AND SUPERVISORY REQUIREMENTS

This role may have duties under the purview of other management team members, however, will ultimately report to:

This position is:

Roles reporting to this position:



## POSITION STATUS, REMUNERATION AND BENEFITS

<b>Position type:</b>	Part-time
<b>FTE:</b>	0.6 (45.6 hours per fortnight)
<b>Position Classification:</b>	Salary level 4.2
<b>Wellness days:</b>	2 Wellness days per calendar year (more than 0.5 FTE) 1 Wellness day per calendar year (less than 0.5 FTE)
<b>District and Remote Allowances:</b>	Employees located in regional WA may be entitled to payment of District and Remote allowances.
<b>Salary Packaging</b>	Permanent employees salary packaging available up to \$15,900 <i>*HelpingMinds recommends employees seek independent advice prior to salary packaging**</i>

## ESSENTIAL MINIMUM SELECTION CRITERIA

## QUALIFICATIONS AND LICENCES

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- National Police Clearance (no older than 6 months)
- Working with Children Card
- Degree level qualification in education or relevant professional experience
- Current drivers Licence; and
- National Police Clearance (no older than six months).
- Proof of Australian Working Rights

### EXPERIENCE, SKILLS AND KNOWLEDGE

- Well Developed computer skills, including Microsoft office and data reporting programs
- Demonstrated skills and knowledge in developing and delivering interactive and engaging courses to support growth in teaching, facilitation and transformational education
- Ability to design programs that utilise adult learning principles whilst also taking into account the diversity of needs and learning styles of students.
- Knowledge of Recovery College principles, co-production and the role of emancipatory education in transforming lives
- Knowledge of contemporary understandings of recovery and mental distress
- Experience in education resource development
- Ability to coach and support others to develop and deliver effective, recovery oriented learning programs.
- Understanding of the barriers to engagement that people with expertise by experience encounter in relation to education and ways to overcome these.
- Ability to work autonomously and develop the scope of the role and guide new directions as well working collaboratively with others and contributing positively to team culture.
- Strong stakeholder engagement skills to maximise opportunities for WARCA expansion
- Awareness of community development principles
- Demonstrates values based practice
- Has an awareness and understanding of the lived experience literature

### DESIRABLE SELECTION CRITERIA

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- Lived experience of mental health or substance use challenges and ability to purposefully share these to inform learning
- Similar experience in mental health/carer not-for-profit organisations, government departments or corporations
- Learnt/professional experience in the mental health or alcohol or other drug sectors

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- Similar experience in mental health/carer not-for-profit organisation/s, government departments or corporations;
- Knowledge of the National Disability Insurance Scheme (NDIS)
- Knowledge of contemporary mental health carer issues;

## EMPLOYEE DECLARATION

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I have read and understand the responsibilities and duties set out in this job description.

Signed: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Print name: \_\_\_\_\_

*HelpingMinds is an equal opportunity employer supporting diversity in the workplace. We are committed to creating and safe environment for all team members and clients. To view our diversity statement please visit the [HelpingMinds website](#)*

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