

Relationships Educator

Position Description

Position Details	
Title:	Relationships Educator
Level:	5
Time Fraction:	Part-time
Position Relationships:	Reports to Coordinator Family Relationships Educator
Principal Location:	Melbourne CBD (Other sites, as may be required)
Position Purpose:	To develop, document and deliver relationships education programs and to network with relevant stakeholders to promote relationship issues within the community.
Major Responsibility Areas	

Programs and Education

- Facilitate relationship education programs/courses and groups.
- Evaluate the effectiveness of programs and make necessary improvements to program/course content and process.
- Apply an understanding of adult learning theories in a culturally appropriate manner.
- Demonstrate a knowledge of theories regarding power, intimacy and sexuality in relationships.
- Disseminate information about relationship issues through use of various mediums and delivery styles.
- Liaise with key stakeholders, develop and maintain networks, and promote relationship education and other related Relationship Matters services to clients and the general community.
- Maintain and record data as required by the organisation and stakeholders.

Administration

- Maintain computer based client data base and diary management system (Penelope/Moodle) to enable effective and informed client bookings and support.
- Maintain databased management system based upon client evaluations and feedback.
- At times assist with the provision of administrative duties, which may include reception, telephone, resource filing and general office duties

Other Clinical Responsibilities

- Maintain confidentiality and duty of care, including identification of domestic and family violence.
- Maintain appropriate files and case notes as per organisational policies and procedures.
- Achieve the organisation's target for the program.
- Undertake supervision and professional development.

Continuous Quality Improvement

- Read and comply with of all Relationship Matters Policies and Procedures, and understand any new or updated policy as issued from time to time.
- Be aware of the location on the Intranet of policy documents, forms and processes that relate to your day to day work, for reference as required.

Workplace Health and Safety

- Comply with safety in the workplace.
- Take reasonable steps to prevent risks to health and safety.
- Co-operate with Team Leaders and Management to enable compliance with safety, health and environmental duties.
- Report workplace incidents, hazards, accidents and emergencies immediately.

Key Selection Criteria

(Please Note: Applicants need not respond in writing to all selection criteria)

- Appropriate undergraduate tertiary qualifications in the social/behavioural sciences or education. Certificate IV in Workplace Training and Assessment will be highly regarded.
- Excellent understanding of family relationship issues and intervention theories/models.
- Demonstrated experience in delivering community education, information and awareness programs and group programs.
- Knowledge of relevant legislation and regulations relating to relationship counselling/programs/education.
- Highly developed communication skills, both written and verbal.
- Capacity to engage constructively and respectfully with individuals of diverse cultural and socioeconomic backgrounds, abilities and genders, to achieve mutually beneficial outcomes and promote the principles of social justice.

Personal Qualities

- High level interpersonal capacities
- Affinity with Relationship Matters' values
- Generosity of spirit
- Capacity to 'join in'
- Team player
- Attention to detail

Terms and Conditions

- Salary will be negotiated according to qualifications and experience, in accordance with the SCHADS Award.
- The position is subject to satisfactory performance reviews.
- A six month probationary period applies and will be formally reviewed with key responsibilities and position indicators as outcomes.
- Opportunity to access salary packaging according to Relationship Matters' policy.
- Access to Employee Assistance Program.
- As an agency funded partially through the Commonwealth Department of Social Services all employees are required to sign an Oath of Confidentiality and consent to a National Police Check and hold a Working with Children Card.

Acknowledgements

Position:	Relationships Educator		
Name:			
Signature:		Date:	
CEO:	Janet Jukes		
CEO's Signature:		Date:	
Probationary Review:	Six Months	Date:	