

Position Description

Job Title:	Mental Health Educator
Location:	Remote
Division/Service:	Mental Health & Wellbeing
Immediate Manager:	Education and Resource Manager
Direct Reports:	Nil
Award Classification:	Education Services (PSE) Award
Compliance Requirements:	National Criminal History Check (Australia) State Working with Children or Vulnerable People checks as required. Professional AHPRA or PSA registration Unrestricted current Driver's Licence

Organisational Background

CRANAplus exists to ensure the delivery of safe, high quality primary healthcare to remote and isolated areas of Australia. We are an affordable, grassroots, not-for-profit, membership-based organisation that has provided nearly 40 years of education, support and professional services for the multi-disciplinary remote health workforce.

CRANAplus prides itself on practice through values, and all CRANAplus employees demonstrate integrity, excellence, respect, inclusiveness, safety, accountability, and advocate for social justice.

Purpose of the Position:

The Mental Health Educator is responsible for assessing needs and tailoring mental health education for the remote and rural health workforce.

Developing and delivering content through a range of education mediums, this will include on-line resources, webinars and workshops, and face to face engagement activities.

Responsibilities/Duties:

Responsibilities may include, but are not limited to:

- Effective stakeholder management supporting development of positive relationships through the appropriate management of expectations and objectives.
 - Demonstrate a detailed understanding of objectives, resources, operations, and outcomes both within your program, and wider CRANAplus initiatives and organisational services.
 - Research, identify and negotiate access to participants through health services, and professional networks.

- Applying advanced communication skills to listen, relate with, and adjust professional approaches to be meaningful to regional or remote stakeholders
- Professional advocacy of CRANApplus as an Industry Leader, including promoting membership, participation in CRANApplus initiatives.
- Ensure delivery of education is in line with consumer needs.
- Work collaboratively to design, develop and deliver content aligned to CRANApplus quality standards and program objectives.
 - Development of education resources specifically designed for health workers in remote, rural, or isolated communities.
 - Integration of adult learning models and applying professional language and content design to reach across a range of rural health professionals.
 - Deliver quality training outcomes through a range of learning mediums including in person, on-line courses and workshops, focus groups, discussion forums and alike.
 - Coordinate course logistics within the team to ensure participants receive timely and effective engagement and resources.
 - Provision of continuous development and review of on-line resources accessible to Health Professionals
 - Maintain Cultural Safety throughout all CRANApplus activities.
- Proactive involvement in the Mental Health and Wellbeing team to ensure best practice application to contract delivery and CRANApplus outcome success:
 - Contribute to service and delivery schedules for online resources, webinars, and workshops that are appropriate and accessible to remote health workforce.
 - Embracing and learning new systems and technologies to enhance learning forums and mediums.
 - Apply and contribute to best practice methodologies for monitoring and evaluation across activities related to the project.
 - Demonstrating professional decision making in relation to resource management and delivery of services and programs on budget.
 - Supporting participant feedback mechanisms that are in place for reporting to CRANApplus Executive Team, and relevant Funding body.
- Collaborate within the Mental Health and Wellbeing Team and wider CRANApplus teams to ensure the effective achievement of CRANApplus' strategic objectives.
 - Value and practice strong communication across teams and individuals working towards collective objectives.
 - Work with limited supervision, utilising initiative and self-direction whilst prioritising own workload and meeting deadlines within a multi-disciplinary team.
 - Invest in internal relationships with subject matter experts, to understand and access available advice or resources within CRANApplus.
 - Enhancing inter-professional collaboration and teamwork when reviewing education resources.

- Understanding of, and proactive application of CRANApplus professional and workplace values – live the values.
 - Demonstrate professional accountability and transparency in all that you do.
- Adhere to policy and undertake continuous improvement activities that enhance the effectiveness of CRANApplus.
 - Commit to modelling CRANApplus values in all that we do and hold others accountable to do the same.
 - Commit to culturally safe practices, the ability to work respectfully, effectively, and collaboratively with culturally diverse individuals and communities.
 - Ensure familiarity of workplace policies and procedures including human resources and occupational health and safety and always comply.
 - Stay abreast of CRANApplus needs and trends by participating in own personal and professional development programs and by maintaining a network of associates where information sharing can contribute to innovation and improvement activities.
 - Contribute to efficient, effective, and ethical investment of CRANApplus resources, including financial and resource management and reporting, including compliance with the CRM and Google Drive procedures.
 - This position holder may be directed to carry out additional duties that are within the limits of the employee's skill, competence, and training to assist CRANApplus in meeting its overall objectives.
 - From time to time, you may be required to assist in other locations and travel intrastate, or interstate, as required.

Selection Criteria

Essential Knowledge, Skills, Abilities:

1. Qualification in Allied Health, Mental Health, Behavioural/ Social Sciences/ Psychology, Community Services, Nursing, Education or similar.
2. Professional Registration appropriate to qualification, Australian Health Professionals Regulation Agency, (AHPRA), Australian Psychological Society (APS) or as approved by CRANApplus.
3. Demonstrated experience in developing and delivering mental health and wellbeing education to health professionals in rural and remote settings.
4. Demonstrated experience or understanding in how to develop professional content for adult learnings, and professional audiences.
5. Ability to present professional workshops, in a training capacity, both in person or through technology.
6. Superior communication and engagement skills, conveying clear and compelling messages with the ability to develop strong and trusted professional relationships with key stakeholders particularly in a health service environment.

7. Demonstrated analytical skills, and proven experience in the preparation of high level, formal documentation, and reporting.
8. An ability to travel throughout Australia.

_____ Executive or CEO	_____ Signature	_____ Date
_____ Employee's Name	_____ Employee's Signature	_____ Date

In signing and reading this position description, I understand and acknowledge its contents.

Date Position Description last reviewed: June 2021.