

Position Description

Position Title	Aboriginal PEPA Educator SA
Reporting To	PEPA Manager
Direct Reports	Aboriginal PEPA Educator
Status	Part Time – Contract
Location	Suite 4, 213 Greenhill Rd., Eastwood, SA, 5063

Scope

Key Result Area	Description	Percentage
Key Result Area 1	Deliver PEPA training and placements, especially to Aboriginal workers in SA	50%
Key Result Area 2	Engage with Aboriginal Communities in SA	30%
Key Result Area 3	Support PEPA and PCSA programs in the SA Community	20%
Key Result Area 4	Work, Health, Safety and Environment	As required

Key Result Area 1 – Deliver PEPA training and placements, especially to Aboriginal workers in SA.

- Reporting to the PEPA Manager for the successful delivery, especially to Aboriginal workers of the Program of Experience in the Palliative Approach (PEPA) program in South Australia including:
 - Contributing to the presentation of workshops and placements for palliative care education in SA
 - Being accountable for program delivery within the PEPA budget
 - Relating to the Indigenous PEPA (iPEPA) program nationally
 - Drafting reports to PEPA nationally on program outcomes, progress and compliance
 - Assisting with the research, booking and coordination of the PEPA programs, catering and locations
 - Maintaining cooperative relationships with industry groups, specialist palliative care services, organisations and individuals in the PEPA target groups to promote the PEPA program
 - Liaising with nurses, doctors, allied health professionals, Aboriginal Health Workers, professional carers and not for profit boards to promote and participate in the PEPA program
 - Organising speakers for PEPA programs and arranging travel, accommodation and reimbursements
 - Contributing to the smooth running of PEPA programs for the speakers and local organisers
- In consultation with the PEPA Manager SA, organise own accommodation, transport/travel for PEPA programs outside of Adelaide
- Promote and disseminate palliative care education resources and education packs
- Use PEPA databases, mailing lists, telephone networks, financial records and other information to facilitate the smooth functioning of PEPA education programs

Key Result Area 2 – Engage with Aboriginal Communities in SA

- Engage in a culturally responsive way with Aboriginal Communities in SA
- Inform Aboriginal workers and communities about PEPA and palliative care
- Support host sites and placement mentors in the provision of PEPA placements to Aboriginal workers
- Promote the increased use of Advance Care Directives in Aboriginal communities.

Key Result Area 3 – Support PEPA & PCSA programs in the SA Community

- Advise PEPA & PCSA upon their cultural responsiveness
- Contribute to the delivery of cultural responsiveness workshops and processes for mainstream health workers
- Support the delivery of mainstream PEPA and PCSA programs by need
- Participate in the PCSA team by providing information and guidance to callers
- Operate as a collaborative team member in the PEPA & PCSA team



- Other administrative duties as required

Key Result Area 4 – WHSE: Contribute to Positive Safety, Quality and Environment

- Promote a workplace that is free from bullying and harassment
- Comply with Equal Employment Opportunity and Discrimination legislation
- Take personal responsibility for complying with WHS policies and procedures
- Follow all reasonable work instructions, work procedures and practices to maintain the health and safety of yourself and others in the workplace
- Ensure safety and ergonomics of your work area
- Report any hazards or incidents as soon as practicable to the Executive Director

Knowledge/Experience

- Experience in community education programs is desirable
- Exposure to the health sector and palliative care
- Aboriginal community engagement and contributing to building effective partnerships
- Event coordination (preferred)

(N.B. Aboriginal and Torres Strait Islander peoples are strongly encouraged to apply for this position)

Skills		
<ul style="list-style-type: none">• Interpersonal skills	<ul style="list-style-type: none">• Strong written and oral communication skills	<ul style="list-style-type: none">• Attention to detail
<ul style="list-style-type: none">• Coordinating others and tasks	<ul style="list-style-type: none">• Performs work in a systematic and accurate manner	<ul style="list-style-type: none">• Customer service focus
<ul style="list-style-type: none">• Time management	<ul style="list-style-type: none">• Sound work ethic	<ul style="list-style-type: none">• Prioritisation

Qualities/Competencies

<ul style="list-style-type: none">• Initiative	<ul style="list-style-type: none">• Able to work on own and direct own workload	<ul style="list-style-type: none">• Resilience
<ul style="list-style-type: none">• Compassionate	<ul style="list-style-type: none">• Problem Solving	<ul style="list-style-type: none">• Reliable
<ul style="list-style-type: none">• Integrity	<ul style="list-style-type: none">• Flexibility	

Systems

- Microsoft Office
- Xero for the provision of receipts and accessing payslips
- Eventbrite

Conditions

- Some intra and interstate travel including overnight stays required
- Current Full driver's license
- Full comprehensive vehicle insurance
- New employees subject to 6 month probation period
- Employment conditional on current and satisfactory National Police Clearance no less than 3 years old
- Comply with all company policies and procedures and financial/HR delegations
- Out of hours work is required on occasion

Signature

Date



PalliativeCare
SOUTH AUSTRALIA