



# Position description

Position of	Epilepsy Educator & Trainer	
Location	Surrey Hills	
Incumbent	Vacant	
Reports to	Education & Training Manager	
Time	Full Time/0.8 by agreement	
Reports	Nil	
Approved By	Chief Operating Officer	May 2022

## 1. Organisational environment

### Vision

People with epilepsy have equitable access to education and employment, feel safe and connected in their community and no longer die from their epilepsy.

### Mission

Reduce the impact of epilepsy on people's lives.

### Our values

The Epilepsy Foundation is committed to policies and practices that reflect and require respect for fellow workers and those we serve. To this end we aim to enact our values of:

- **Equity and access** – ensuring that people living with epilepsy get a fair go and can connect to appropriate supports and services.
- **Participation and inclusion** – engaging people and building effective relationships based on a shared purpose.
- **Resourcefulness and innovation** – seeking better ways to do more with the resources available to us.
- **Trust and integrity** – displaying integrity in everything that we do thus enabling the people who rely on us to have confidence in our motives and abilities.
- **Accountability** – fulfilling our responsibilities and obligations.

### Organisational context

The Epilepsy Foundation provides support for people living with epilepsy and their families to help them live better lives as defined by them.

Our services include information, advice and support, case management, as well as education and training, social and psychological research and advocacy for and with people with epilepsy.

We work to raise awareness of epilepsy in organisations and in the broader community to reduce stigma and create a more welcoming and inclusive society.

## 2. Position summary

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Epilepsy education and emergency medication training is delivered to a range of audiences including Direct Care providers, Health professionals, staff at early learning centres and in education settings, workplace and community organisations and other locations where emergency medication is prescribed for a person living with epilepsy.

- The principal focus of this position is to deliver epilepsy education and training programs including emergency medication training to a range of audiences where required to meet client and individual needs.
- The Epilepsy Educator and Trainer will work with the organisation's Client Support team to provide a fully integrated education and training service for our clients living with epilepsy.
- The Epilepsy Educator and Trainer will meet all quality standards as defined by funders and organisational policies and procedures, in the delivery of education and training activities, and support continuous improvement through the use of reflective workplace practices.

The E&T Educator and Trainer works within the E&T Quality Framework.

## 3. Key responsibilities

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The position is responsible for:

### 3.1 Service Delivery (Education & Training)

- Assessing the education and training needs of clients, in consultation with the Client Support team
- Provide clients and applicable health professionals with clarification or assistance in the development of Epilepsy Management Plans and Emergency Medication Plans to support training delivery
- Support planning and coordination of E&T program delivery
- Deliver E&T programs in accordance with curriculum design and contribute to evaluation of delivery with a view to continuous improvement of programs, resources, collateral and practices
- Maintain allocated Trainers Kit and resources required for E&T program delivery
- Follow occupational health and safety workplace practices in accordance with organisational policies and procedures and regulatory requirements

### 3.2 Financial Authorisation

- Deliver education and training programs as per approved budget and authorisation
- Raise invoices in accordance with the education and training fee structure and operational guidelines

### 3.3 Teamwork

- Maintain a positive and constructive presence within the Client Services team that promotes excellent relationships with people with epilepsy, their families, Epilepsy Foundation staff, volunteers and external organisations
- Actively participate in E&T team meetings and reflective practices
- Actively participate in Client Services and All Staff team meetings

### 3.4 Networking

- Build effective local networks with other service providers and communities through quality education and training provision
- Promote epilepsy awareness to the community through quality education and training provision

### 3.5 Continuous Professional Development (CPD)

- Maintain currency of professional standing, qualifications and registration as required to fulfil the position competencies
- Participate in CPD required to maintain required professional standing

- Maintain professional networks to facilitate CPD

## **4. Position dimensions**

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### **4.1 Level of supervision/accountability**

The Line Manager monitors the performance of this position on a regular basis. The incumbent is required to demonstrate sound judgement to effectively prioritise the workload and to maintain a high quality in the service they provide.

The Epilepsy Educator and Trainer is required to meet key performance targets in:

- Client and participant satisfaction levels
- Delivery of education and training as per schedule
- Accuracy of education and training data records using designated systems and procedures

The precise Key Performance Indicators will be determined through the Supervision and Support Program in conjunction with the Direct Line Manager. These can be varied from time to time depending on the focus required from the organisation.

### **4.2 Decision-making authority**

The incumbent has the authority to decide day-to-day work related issues within the key responsibilities and duties. A budget and expenditure responsibility may be allocated for particular activities of the role in managing income and expenditure. All other decision making relating to expenditure, staffing, media (etc.), must be in line with the EF delegation of authority. Any issues falling outside these areas are to be referred to the Line Manager.

### **4.3 Flexible work hours and travel (if applicable)**

In order to meet the requirements of this role the incumbent must be able to maintain flexible work hours and undertake travel with occasional overnight stays paid by the organization. The incumbent is entitled to negotiate flexible working conditions under Fair Work laws.

Typically, this can include work outside normal business hours and weekends. Flexible start times and time in lieu provisions are in place for such occasions. Typically this would involve occasionally finishing training between the hours of 5.30pm-8.30pm at the venue site. Regional travel may be occasionally required with overnight stay.

During the peak training period in Term 1 of the school year, annual leave is generally not available.

Work days would include a Wednesday.

## **5. Position competencies/selection criteria:**

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To be successful in this role you will need the confidence to deal with a diverse and changing work agenda with enthusiasm and flexibility.

### **5.1 Personal characteristics**

- Professional conduct including honesty and integrity
- Clear and open communication
- Objectivity and transparency in accountability.
- Co-operation and collaboration
- Continuous learning and self-motivation
- Team building and active support.
- Ethical conduct and responsibility.

## 5.2 Qualifications

- Registered Nurse
- Hold or be willing to obtain Certificate IV in Training and Assessment
- Qualifications in neurology/epilepsy highly regarded

## 5.3 Knowledge and Experience

- Demonstrated knowledge of health care education and experience in the delivery of education and training programs in community settings to a range of audiences including:
- Demonstrated knowledge of and experience in health care and/or workplace education and training, especially within established curriculum frameworks
- Knowledge of pedagogy and experience in the application of adult learning principles
- Experience working within a quality framework
- Experience with developing and maintaining of client/customer relationships within a compliance operating environment
- Knowledge of epilepsy and impact on the individual desirable

## 5.4 Professional & Technical Skills

The Epilepsy Educator and Trainer is expected to:

- Be client focussed and have strong relationship building capacity both internally and externally
- Possess high level skills in facilitation, communication, network development and knowledge translation
- Have solid computer skills and competency with Microsoft Office applications: Word, Power Point, Outlook and database systems
- Be confident using data projection technology.

### Safety screening and other requirements specific to this role:

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Employment is subject to a satisfactory Police Check	<input checked="" type="checkbox"/>
Employment is subject to a satisfactory Working with Children Check	<input checked="" type="checkbox"/>
Employment is subject to NDIS Worker Screening Clearance	<input checked="" type="checkbox"/>
Compliance with current organisational vaccination requirements	<input checked="" type="checkbox"/>
Current Driver's Licence	<input checked="" type="checkbox"/>
First Aid Certificate	<input type="checkbox"/>
Employment is subject to agreeing to work in accordance with organisational policies and procedures	<input checked="" type="checkbox"/>

Title	Name	Signature	Date
Chief Operations Officer	Brendan Lillywhite	<i>B. Lillywhite</i>	05/05/2022