

**Position – Volunteer Educator**

<b>Overview</b>		
<b>Date:</b> 01/07/2019	<b>Appointment status:</b> Voluntary	<b>Authorisation:</b> CEO
<b>Supervision:</b> The Program Officer, being the primary contact for this position, will supervise volunteers, and provide ongoing support and training.		
<b>Organisational Context:</b> Mental Illness Education ACT Inc (MIEACT) is an innovative and well respected community mental health educator which, since 1993, has worked to promote understanding and awareness of mental health throughout the ACT community. By embracing the lived experience, MIEACT’s mission as a purpose driven, not-for-profit organisation is to develop and deliver education awareness programs in school, the community and businesses that increase mental health knowledge and awareness, and support early intervention education and health promotion. Centrally located in Civic, MIEACT has a small vibrant staff team and over twenty volunteers.		
<b>Key purpose:</b> The primary purpose of the role is to co-facilitate MIEACT programs in schools and workplaces, by sharing personal lived experience stories along with evidence based contact in schools and workplaces across the ACT.		
<b>Key internal relationships:</b> <ul style="list-style-type: none"> <li>• Program Director</li> <li>• Program Officer</li> <li>• Co-facilitate with volunteers and staff</li> </ul>		<b>Key external relationships:</b> <ul style="list-style-type: none"> <li>• Clients: hosts and participants from workplaces and schools</li> </ul>
<b>SELECTION CRITERIA</b>		
<ul style="list-style-type: none"> <li>• Positively managing lived experience of mental illness or be a carer of a person who is living with a mental illness.</li> <li>• Address stigma by sharing your personal story of hope and recovery.</li> <li>• Uphold respectful relationships with staff, volunteers and clients as a positive representative of the organisation.</li> <li>• Communicate effectively meeting the MIEACT Do No Harm Framework (c) 2011.</li> </ul>		
<b>AVAILABILITY AND BACKGROUND CHECKS</b>		
<ul style="list-style-type: none"> <li>• This position must hold and maintain an active Working with Vulnerable People card in the ACT.</li> <li>• Volunteer must complete Volunteer Educator Training and annual refresher training.</li> <li>• Most programs are delivered during business hours. Volunteer must demonstrate availability to co-facilitate.</li> </ul>		
<b>Volunteer Duties and responsibilities</b>		
<p>As a Volunteer Educator at MIEACT, you will be performing the following duties:</p> <ul style="list-style-type: none"> <li>• Co-facilitate MIEACT Programs, with other Volunteer Educators or Staff, as guided by the Program Facilitator Manual.</li> <li>• Participate in session pre-planning with your co-facilitator to ensure effective delivery of programs.</li> <li>• Sharing your lived experience story guided by the MIEACT DoNOHarm Framework © 2011.</li> <li>• Effectively communicate with MIEACT on session availability including nomination, confirmation of allocations and providing notice of cancellations at the earliest convenience.</li> <li>• Attendance and contribution at quarterly workforce meetings are encouraged.</li> <li>• Further opportunities to participate in organisational and program co-design projects, as required.</li> <li>• Meet and comply with Workplace Health &amp; Safety and organisational policy and procedures.</li> <li>• Proactively participate in Volunteer Supervision and contribute to MIEACT’s Evaluations Framework through collection and completion.</li> <li>• Report any duty of care concerns or complaints to the Program Officer immediately.</li> </ul>		