

## Position Description

<b>Position Title</b>	Gambler Help Community Educator
<b>Department</b>	Early Intervention Services
<b>Program</b>	Gamblers Help
<b>Location</b>	Launceston
<b>Classification</b>	Level 4

### About Relationships Australia Tasmania

Relationships Australia Tasmania (RA Tas) is a leading provider of relationship support services. We're here to help people and communities thrive by supporting people to create positive connections. Our services are for everyone, regardless of race, social status, sexual orientation, gender identity or intersex status.

### Our Values

At Relationships Australia Tasmania we are guided by these values in everything we do:

- Willing to Serve
- In it Together
- People Matter
- Looking Forward

### Position Summary

This position within the Gamblers Help Program facilitates delivery of community education, capacity building and engagement opportunities to the greater Launceston area, focusing on addressing the underlying causes of gambling. This includes responsibility for increasing community knowledge on alternatives to gambling, developing and facilitating education workshops, establishing networks with key stakeholders and consulting with stakeholders and clients to ensure current needs are being addressed at the community level.

## Key Areas of Responsibility

- Develop and implement marketing and promotions plans
- Develop and present required education and promotional material
- Build and sustain effective relationships with key stakeholders on behalf of RA Tas
- Contribute to the development and improvement of referral pathways
- Ensure data and activity information is entered into all relevant systems in accordance with established guidelines in a precise and timely manner.
- Monitor and report to the Manager on agreed service targets
- Any other duties as required and within the general scope of responsibilities of this position

## Position Relationships

<b>Supervisor</b>	Manager Support and Case Management (North/ North West)
<b>Direct Report(s)</b>	Nil
<b>Other(s)</b>	RA Tas staff, clients, and external stakeholders

## Extent of Authority

Under direction from the Manager and the established protocols, policies, procedures, and work instructions.

## Organisational Responsibilities

- Demonstrate professional workplace behaviours at all times in accordance with the organisation's Code of Conduct and Code of Ethics and adhere to all organisational policies, procedures, standards, practices and RA Tas values
- Assist RA Tas to create and maintain a safe and healthy work environment by working safely and adhering to all RA Tas Policy, procedures, standards and practices
- Actively participate in regular Supervision sessions in accordance with the RA Tas Supervision Model and positively engage in continued professional development activities
- As an employee of RA Tas you are required to promote a workplace environment that supports the rights of all employees to live free from violence and adhere to the RA Tas Family Violence Support Policy at all times
- Our organisation is a Child Safe organisation and takes child protection seriously. As an employee of RA Tas, you are required to meet the behaviour standards outlined in our Practice and Behaviour Guidelines

## Selection Criteria

### Essential Requirements (Skills, knowledge, experience, qualification(s) and/or training)

1. An appropriate degree or diploma qualification and/or an equivalent combination of relevant experience, education and training.
2. Demonstrated understanding of community development practice principles
3. Well-developed interpersonal skills, including the ability to effectively negotiate and liaise with a broad cross section of internal and external stakeholders
4. Well-developed verbal and written communication skills with the ability to develop and deliver promotional materials to a broad range of stakeholders.
5. Strong organisational skills including the ability to plan, work and manage time to meet project outcomes and deadlines
6. Ability to work as part of a team, the ability to respond to direction and the capacity to be self-directed
7. Ability to work within and positively advance the mission and values of Relationships Australia Tasmania

### Special Requirements

- Current drivers' licence
- Appointment to this position will be subject to a satisfactory National Police Check and Working with Children Check
- Some intrastate and interstate travel may be required in the position

### Working Conditions

- Some out of hours work may be required to satisfy operational requirements

### Approval

Michael Kelly CEO

February 2021

*a Position Description should be reviewed and updated as often as necessary.*