

# BLACK DOG INSTITUTE VOLUNTEER PROGRAM COMMUNITY PRESENTER

Are you motivated to improve the response to mood disorders in your community? The Black Dog Institute is looking for enthusiastic volunteers to be trained to deliver community education presentations about mood disorders.

## What does a Community Presenter do?

A Black Dog Institute Community Presenter is someone trained to deliver the Institute's educational presentations to the community. These presentations aim to help reduce stigma associated with mental illness, encourage help seeking and early intervention for people with mood disorders, and increase awareness in the general community.

Other opportunities may include:

- Supporting other Institute events.
- Information stalls at local events.

## Selection Criteria

- Proven experience in delivering presentations and demonstrated presentation skills.
- Ability to engage with local networks such as sporting clubs, schools and community groups to identify and generate opportunities to present.
- Excellent verbal and interpersonal skills.
- Experience presenting Microsoft PowerPoint, or willingness to learn.
- Own car, or access to public transport.
- Minimum availability to present on a monthly basis.

## How does the Institute provide support?

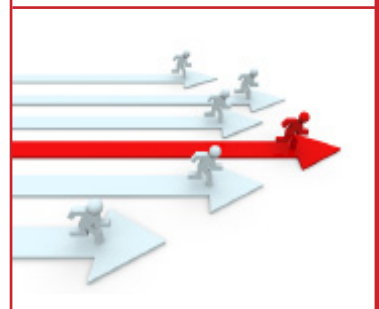
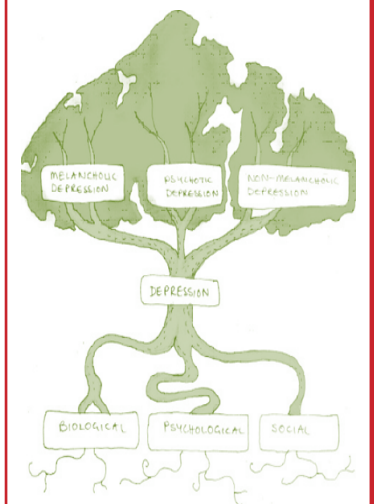
- Reimbursement of out of pocket expenses.
- Ongoing training and development opportunities.
- Providing opportunities to share your time with like minded people motivated to making a difference in mental health.

To access the position description and to apply, please go to: [www.blackdoginstitute.org.au](http://www.blackdoginstitute.org.au) (Get involved). For enquiries, contact Sarah Connor, Volunteer Coordinator, on 02 9382 9250, or email [sarah.connor@blackdog.org.au](mailto:sarah.connor@blackdog.org.au)



BLACK DOG INSTITUTE

The Black Dog Institute is an educational, research, clinical and community-oriented facility offering specialist expertise in mood disorders - a range of disorders that include depression and bipolar disorder. The Institute is attached to the Prince of Wales Hospital and affiliated with the University of New South Wales.





<b>Position Title</b>	<b>Community Presenter</b>
<b>Department</b>	<b>Community Programs</b>
<b>Organisation</b>	<b>Black Dog Institute</b>
<b>Supervisor</b>	<b>Volunteer Coordinator</b>

### **Black Dog Institute Mission**

The Black Dog Institute's mission is to advance the understanding, diagnosis and management of mood disorders by continuously raising clinical, research, education and training standards. In so doing, the Black Dog Institute aims to improve the lives of those affected - and in turn - the lives of their families and friends.

### **Primary Objectives**

The primary objective of the Community Presenter is to enhance the community's understanding of mood disorders by providing access to the Institute's expert knowledge in depression and bipolar disorder.

Through delivery of the Black Dog Institute's educational presentations and dissemination of the Institute's educational resources, the Community Presenter aims to help reduce stigma associated with mental illness and encourage help seeking and early intervention for people with mood disorders, and increase awareness in the general community.

### **Key Responsibilities**

The Community Presenter is responsible for:

- High quality delivery of approved Black Dog Institute educational presentations on mood disorders to the community in various forums in NSW including workplaces, community organisations, sports clubs, parent groups, and consumer and carer groups;
- Delivering presentations in person and/or facilitating online forums and audiovisual conferencing presentations, where required;
- Identifying new areas for community presentations and generating opportunities through own networks;
- Distribution of the Institute's resources in community forums, such as information stalls, expos and conferences; and,
- Representing the Institute in a professional and responsible manner.



## **Additional Requirements**

- Responding to the public's questions in accordance with the Black Dog Institute's policies and procedures;
- Ensuring confidentiality of information acquired in the course of engagement with the Institute;
- Maintaining professional boundaries;
- Ensuring that your health and wellbeing are not compromised when performing duties as a volunteer; and,
- Maintain regular contact with the Supervisor (Volunteer Coordinator), provide and receive regular feedback and participate in ongoing professional development and training offered by the Institute's volunteer programs.

## **Person Specification - Selection Criteria**

- Proven experience in delivering presentations and demonstrated presentation skills.
- Excellent verbal and interpersonal communication skills.
- Experience presenting with Microsoft Power Point slides or willingness to learn.
- Flexible availability during work hours. Minimum availability to present on a monthly basis.
- Ability to engage with local networks such as sporting clubs, schools and community groups to identify and generate opportunities to present.
- Commitment to mental health advocacy.
- Own car or have access to public transport.

## **Working Relationships**

This role reports to the Volunteer Coordinator. The Volunteer Coordinator is the central point for contact and provides ongoing support and feedback as required.

This role also has interaction with the Community Education Officer and staff and managers from across the organisation as required.

The Community Presenter is required to work under minimal supervision.

## **Volunteer Training and Development**

The Community Presenter is required to attend the Black Dog Institute Induction program and Community Presenter training before commencement of the role.

Performance evaluation and feedback will be provided by the Volunteer Coordinator to support personal development.

## **Screening Requirements**



This position is required to sign a Prohibited Employment Declaration form and is subject to two working reference checks.

### **Time Commitment**

The time commitment required for the Community Presenter is 1 year.

### **Challenges and Limitations of the Role**

Challenges of the role may include:

- Responding to distressed audience members during or following a presentation (volunteer may need to consider personal vulnerabilities in such instances);
- Presenting to a range of different audiences with varying levels of knowledge, experience and interest; and,
- Travel to distant locations within NSW.

The limitations on the role of Community Presenter are set out as a protection against risks for both Volunteers and consumers. The Community Presenter:

- Must not provide advice or personal opinion regarding diagnosis or treatment of depression or bipolar disorder;
- Must not recommend medications;
- Must not engage in counseling people with mood disorders on behalf of the Black Dog Institute;
- Must not engage with the media without approval from the Institute; and,
- Must not deliver any Black Dog Institute presentation without prior approval from the Volunteer Coordinator.