



Workplace Mental Health Facilitators

Putting health in mind



POSITION DESCRIPTION

<i>Insert the Position Title</i>	
DEPARTMENT	Knowledge Transition
PORTFOLIO	Education
REPORTS TO	Head of Education
DIRECT REPORTS	Nil
LOCATION	Randwick
POSITION STATUS/TENURE	Contract Position
DATE PD APPROVED	September 2019

1. ABOUT THE BLACK DOG INSTITUTE

Founded in 2002, The Black Dog Institute is a not-for-profit Medical Research Institute and a global leader in translational mental health research. We harness the latest technology and other tools to quickly turn our world-class research findings into clinical services education and e-health products that improve the lives of people with mental illness and the wider community. Our areas of strength include suicide prevention, e-mental health, workplace mental health, novel treatments and prevention in young people.

Our mission is to enable mentally healthier lives through innovations in science, medicine, education, public policy and knowledge translation.

Our values are a key part of our integrated approach and are a critical component of our organisational culture as they guide our decisions and behaviours. Institute staff and management have created and adopted the values of:

Respect – Compassion – Excellence – Collaboration – Innovation

The Black Dog Institute is proud to offer a dynamic working environment for our staff. We are invested in maintaining a positive workplace culture which values people and their wellbeing. We offer a varied wellbeing program tailored to staff needs and provide opportunities to attend learning and development seminars, engage in health and fitness activities as well as social events. We also offer flexibility in working hours and promote a healthy work life balance.

2. JOB PURPOSE

We are seeking experienced Clinical Psychologists to join our Education Team on an independent contractor basis. Depending on your area of expertise, Facilitators can be engaged to deliver the Black Dog Institute's suite of workplace mental health and wellbeing programs to corporate clients or professional development workshops to psychologists, youth professionals and counsellors. Where relevant, there is also the possibility of delivering both workplace and health professional programs.

3. DUTIES

Our Facilitators are supported with an induction program and annual professional development opportunities.

The key responsibilities of the Workplace Facilitator are:

- Thorough preparation for delivery of workshops.
- Professional facilitation of workplace education content in accordance with the Institute's program specifications.
- Administration of pre and post program evaluations.
- Feedback to the Institute's education team to facilitate continuous improvement. This may include contribution to content development by agreement.
- Adherence to Black Dog Institute policies and procedures as they relate to the role.

4. TIME COMMITMENT

This role requires flexible availability to deliver workshops during business hours and to travel regionally, rurally and interstate. Occasionally, program delivery takes place on weekends and out of business hours.

Training is subject to client demand. Therefore, the number of opportunities to deliver workshops can fluctuate from month to month.

5. SELECTION CRITERIA

Essential Criteria

Facilitators are selected as highly regarded and accomplished professionals within their field. To be eligible for this role, you must possess:

- Endorsement by the Psychology Board of Australia to practice as a Clinical Psychologist.
- Minimum 7 years' experience in treating clients with mental illness or provision of psychology services within an organisation.
- Demonstrated experience in high quality delivery of adult education and training programs to a diverse cross-section of corporate clients and/or health professionals.
- Exceptional facilitation skills, including competence with AV/computers.
- High level of communication, interpersonal and client relationship skills.
- Willingness to travel regionally, rurally and interstate.
- ABN
- Knowledge of EEO principles and OH&S responsibilities and commitment to attending relevant OH&S training.

Screening Requirements

- Two working reference checks
- Criminal record check

6. Acceptance

I acknowledge as the holder of this position, that I agree to display the organisational values and behaviours and work in accordance with the key responsibilities of the role detailed in this position description.

Name:

Signature:

Date:

Note: A copy of this signed acceptance is to be placed on employee's personnel record and a copy provided to employee