

Schizophrenia Fellowship of NSW

Position Description

CLINICAL DIRECTOR

REMIND TRAINING & EDUCATION

Reporting to:

Deputy CEO
CEO

Supported by:

Deputy CEO
CEO

This position works in partnership with the Remind Business Development and Administration Manager.

Hours of work:

3 days per week- negotiable.

Tenure:

As per FaCHSIA funding agreement – continuation subject to funding.

Salary:

Negotiable depending on experience/qualifications of applicant.

Position Aims:

To further develop the Remind Training & Education Program in line with the grant from Commonwealth Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA) under the National Respite Development Funding Grant.

To further develop the Remind Training & Education Program as a provider of education and training to the government and non-government sectors, and private corporations across Australia.

Position Objectives:

- For Remind to be considered a leading organisation for training and education regarding mental illness
- For Remind to deliver accurate and up-to-date training and education that is tailored to customer needs
- For Remind to employ and support highly qualified and accredited professional trainers and mental health educators
- For Remind to develop a range of products and services that can be used to meet the needs of a wide range of customers.
- To assist in the process of making Remind a financially self sustaining program

Responsibilities:

- Development of relevant training materials, ensuring the accuracy and currency of the information
- Attendance at customer meetings, and assisting development of proposals and quoting
- Promoting education and training opportunities to new and current customers
- Delivering training to customers, thereby road testing new materials and content
- Recruiting, developing and supervising professional trainers
- Assisting in the development, support and supervision of mental health educators
- Assisting the Business Development Manager in marketing activities and promotion
- Assisting with the evaluation of Remind services and measurement of outcomes
- Guiding the development and implementation of research partnerships
- Attendance at team meetings and strategy meetings
- Any other duties as directed by the supervising staff
- Implementing continuous quality improvement in the Remind program

Background

The Schizophrenia Fellowship of NSW has a 24 year track record of providing education and training to corporate, educational, government and community sectors. This service has been provided by staff, contracted trainers, people with a mental illness (consumers) and family members of people with a mental illness (carers). This program has more recently been delivered under the banner of Remind Training & Education, with its own corporate identity. (see <http://www.sfnsw.org.au/Remind/default.aspx>).

The Fellowship has received funding from Commonwealth Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA) under the National Respite Development Funding Grant to provide training to Commonwealth Carer Respite Centres and their service providers across NSW as well as to provide education to carers and education about respite to carers.

Remind is in need of a person with practical clinical and organisational skills to oversee the clinical side of the Remind program. The position works in close partnership with the Remind Business Development Manager. The position is based at Gladesville in Sydney, with some travel involved.

Selection Criteria*Essential:*

- Relevant tertiary qualifications
- Extensive experience working with individuals with mental illness, specifically in the community services sector
- Experience in consultation with a wide variety of audiences at all levels
- Experience in the delivery of training & education programs to a wide range of people
- Experience in the development of training materials used for adult education
- Ability to work cooperatively with consumer and carer educators as part of the team
- Exceptional communication and liaison skills
- Demonstrated ability to work as a member of a cohesive team
- Excellent computer and administration skills
- Current Driver's licence and fully insured car

Desirable:

- Training & Education Qualifications.
- Understanding of educational requirements for families and carers of someone with a mental illness
- Understanding of the funding systems (State and Federal) relating to mental health.

Review date: June 2012