

PEER EDUCATOR ROLE DESCRIPTION - Expectations

Your role in this programme is as a peer educator. You are expected to:

- ☐ Deliver the “Through the Tubes” presentation to as many colleagues and others as possible (minimum 20).
- ☐ Report on the first 5 sessions to Change for our Children and include the list of participants for each session. (Reporting not required for subsequent sessions.)

These requirements are an expectation of our contract and will be included in our service reports to the Ministry. We also expect that you:

- ☐ Prepare a colleague to take over your role and this resource kit should you leave

You may also find it useful to:

- ☐ Discuss the programme with your manager
- ☐ With your manager, carry out a Safe Sleep Service Standard assessment
- ☐ Develop a plan for the “**Through the Tubes**” education sessions, with your manager
- ☐ Liaise with relevant others in your setting for systems support as needed
- ☐ Be an advocate for safe sleep in your work setting
- ☐ Participate in the “Transform” email network

Before a session

- ☐ Arrange dates, times, venues with sufficient notice to colleagues
- ☐ Check the availability of a data projector /computer
- ☐ Prepare the flier and promote the session to colleagues
- ☐ Prepare your materials
 - ☐ Down-load the “Through the Tubes” presentation file from http://www.changeforourchildren.co.nz/safe_start_programme/
 - ☐ Ensure you have enough practice resources (Talk cards and tubes)
 - ☐ Ensure you have enough Participant Evaluation forms
 - ☐ Ensure you keep a record of the session on the Activity Report
- ☐ The day before the session, go over materials to refresh yourself

At the session

- ☐ Prepare your setting (seating, lighting, fresh air, safety)
- ☐ Welcome your colleagues
- ☐ Deliver your session according to the guidelines in this resource kit
- ☐ Collect *Participant Attendance* list

Immediately after a session

- ☐ Collect Participant Evaluation Forms
- ☐ Complete your Session Report (there and then is best or as soon as possible)
- ☐ Check that you have your manager’s signature as verification
- ☐ Place in the stamped addressed envelope
- ☐ Send to Change for our Children, PO Box 36406, Christchurch within 7 days of session

We thank you for your accountability.

Change for our Children Ltd