

Position Description

Position Title	Suicide Prevention Coordinator
Reporting To	Service Manager
Employment Status	Part Time 0.6 FTE (three days)
Classification	CSD Level 4
Team/Service	Burswood or Rockingham
Direct Reports	NA
Date	Nov 2021

PROGRAM OVERVIEW

Neami National is a community-based recovery and rehabilitation service supporting people living with mental illness and psychiatric disability to improve their health, live independently and pursue a life based on their own strengths, values and goals.

We provide services in more than 50 locations, ranging from the inner-city and suburbs to regional and remote parts of Australia.

Our vision is for full citizenship for all people living with a mental illness in Australian society. Our mission is to improve mental health and wellbeing in local communities across the country.

POSITION OVERVIEW

The Metropolitan Suicide Prevention Coordinator position operates within a team of three that includes:

- lived experience of recovery and with community development and/or health promotion experience;
- service coordination, health promotion or training experience (aboriginal people will be strongly encouraged to apply).

The Suicide Prevention Coordinator Program uses the model of community development, capacity building and coordination and the position does not have any direct service function to individuals.

THE POSITION

Key position Responsibilities, Duties and Accountabilities

- Develop and maintain an understanding of the sector, key stakeholders, relevant policy and programs
- Establish working relationships with service providers, government agencies, community organisations and groups

- Collaborate with stakeholders to identify and support community-based suicide prevention and postvention activities
- Facilitate community awareness raising initiatives and activities including education, events and training to prevent and respond to suicide
- Collaborate to support local capacity and leadership
- Collaborate to map and strengthen pathways to appropriate services and support
- Contribute to suicide prevention priority setting and the planning of local, regional and State prevention, intervention and postvention programs.

- Records Management :
 - Comply with electronic file system and any other relevant organisational processes and procedures
 - Document presentations and attendance at events
 - Ensure records management obligations are met, including the proper retention of hardcopy and/or electronic records and ensuring files are accurate and up-to-date
- Continuous Improvement
 - Identifies and monitors trends and issues relating to suicide prevention, intervention and postvention in the respective region
 - Attend training and improve professional skills relative to individual need and attend organisational staff training and development as required
 - Commitment to understand consumer data requirements and the role of data, monitoring, evaluation and research activity in organisational culture, operations and strategy.
 - Commitment to support activities related to planning, collection, analysis, reporting and use of consumer data.
 - Use of data, monitoring, evaluation and research to continuously improve service provision, organisational functioning and the strategic directions.

ORGANISATIONAL ACCOUNTABILITIES

- Act at all times in accordance with the Neami National Code of Ethics
- Work in accordance with Neami National policies and procedures, including adhering to policies on Privacy and Confidentiality and Records Management
- Follow safe work practices for self and others and comply with Neami National Occupational Health and Safety management processes
- Ensure risks are identified, reported, documented and appropriately managed in accordance with Neami Group policies to ensure safe and effective services.
- Proactively work towards achieving individual and team goals, whilst demonstrating Neami National core competencies and values
- Actively engage in Professional Development opportunities and embrace learning opportunities
- Take an active role in promoting and generating quality improvements processes within your area of responsibility and more generally across the organisation
- Have a commitment to promoting a diverse and inclusive environment for all staff, consumers and carers.
- In addition to the position description accountabilities, all staff are expected to undertake any reasonable tasks as directed

THE PERSON

Experience, Knowledge, Qualifications, Skills and Attributes

Essential

- A valid Working with Children Check
- A valid Australian Driver's License
- Relevant tertiary qualification in mental health, allied health, health promotion or community development
- Experience/understanding of the theory and practice of community development and capacity building
- Experience/understanding of suicide prevention and postvention
- Demonstrated ability to facilitate and support community-based initiatives
- Highly developed conceptual and analytical skills including the ability to negotiate solutions to complex problems in a collaborative setting
- Able to work independently
- Strong communication skills

Desirable

- Demonstrated experience in implementing, influencing and reviewing policies, strategies and procedures as they relate to public health issues
- People with lived experience of recovery with community development and/or health promotion experience
- Aboriginal people with community development experience are strongly encouraged to apply

ACKNOWLEDGEMENT OF POSITION DESCRIPTION

This position description is current at date of approval. It may change from time to time to reflect operational needs and changes to organisational reporting relationships.

By signing your employment agreement, you acknowledge that you have read, understood and accept the responsibilities and accountabilities as outlined above in this position description.