



Position Description

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| Position Title | Coordinator – Suicide Prevention |
| Department | Family Law Services |
| Program | Suicide Prevention |
| Location | State-wide |
| Classification | Level 5 of Relationships Australia Tasmania Enterprise Agreement 2015 |

About Relationships Australia Tasmania

Relationships Australia Tasmania (RA Tas) is a leading provider of relationship support services. Our vision is for all Tasmanians to enjoy positive, respectful and fulfilling relationships. Our services are for everyone, regardless of race, social status, sexual orientation, gender identity or intersex status.

Our Values

At Relationships Australia Tasmania we are guided by these values in everything we do:

- Willing to Service
- In it together
- People matter
- Looking forward

Position Summary

RA Tas has been contracted by the Tasmanian Department of Health and Human Services (DHHS) to deliver a range of initiatives to advance the Tasmanian Suicide Prevention Strategy, including oversight of the Tasmanian Suicide Prevention Community Network (TSPCN). The TSPCN is a network of community members, service providers, organisation's and government representatives who are working together to reduce the rate and impact of suicide in Tasmania.

The primary purpose of this role is, in consultation with the manager, provide day to day operational support on program matters including supports to the TSPCN, developing resources to assist the community and service providers to refer people to the most appropriate service for their needs and developing and implementing Community Action Plans in Local Government Areas and across the community.



Key Areas of Responsibility

- In consultation with the Manager, coordinate program staff and assist in the development of a strong team dynamic
- Work collaboratively with the Manager, to ensure that all administration and reporting requirements for the program are met, and prepare program reports and other reports as required
- In consultation with the Manager, assist in the development and maintenance of relationships with key stakeholders and represent the organisation where required
- Promote suicide prevention community action planning to Tasmanian Local Government Areas and other external stakeholders
- Facilitate the development and implementation of community action plans in Local Government Areas and across the community in line with the Tasmanian Suicide Prevention Strategy
- Undertake the delivery of Suicide Prevention projects and initiatives in accordance with contract requirements and contract deliverables
- Delivery of the annual Tasmanian Life Awards and annual suicide prevention forum
- Provide policy and strategic advice to RA Tas Leadership Group in relation to suicide prevention initiatives and directions
- Represent RA Tas at meetings/events as required
- Any other duties as required and within the general scope of responsibilities of this position

Position Relationships

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| Supervisor | Manager, Client Services and Community Development |
| Direct Report(s) | Nil |
| Other(s) | RA Tas staff, clients, external stakeholders and TSPCN |

Extent of Authority

The Coordinator provides clear and authoritative advice and recommendations for complex activities that are understood and accepted by others as resolving program and service delivery challenges. The Coordinator may establish priorities and monitor work flow in their area of responsibility.

Organisational Responsibilities

- Demonstrate professional workplace behaviours at all times in accordance with the organisation's Code of Conduct and Code of Ethics and adhere to all organisational policies, procedures, standards, practices and RA Tas values
- Assist RA Tas to create and maintain a safe and healthy work environment by working safely and adhering to all RA Tas Policy, procedures, standards and practices
- Actively participate in regular Supervision sessions in accordance with the RA Tas Supervision Model and positively engage in continued professional development activities
- Promote a workplace environment that supports the rights of all employees to live free from violence and adhere to the RA Tas Family Violence Support Policy at all times
- RA Tas is an accredited Child Safe organisation and takes child protection seriously. As an employee you are required to meet the behaviour standards outlined in our Practice and Behaviour Guidelines.



Selection Criteria

Essential Requirements (Skills, knowledge, experience, qualification(s) and/or training)

1. Tertiary qualifications (or equivalent) in Community Development, Social Research or a related field and/or an equivalent combination of relevant experience, education and training
2. Sound understanding of the National and Tasmanian Suicide Prevention strategies or the ability to acquire this knowledge
3. Understanding of and sensitivity to the needs of families and communities affected by suicide
4. Demonstrated experience in community development and evaluation and the ability to provide support to staff in relation to these processes
5. Ability to communicate and engage with a broad range of stakeholders across the community services sector
6. Ability to work independently and as part of a team, and the ability to respond to direction and the capacity to be self-directed
7. Ability to work within and positively advance the mission and values of Relationships Australia Tasmania
8. High level community development, communication, community engagement consultation and facilitation skills
9. Ability to implement projects and initiatives within available resources and timeframes
10. High level organisational skills including the ability to plan, work and manage time to meet project outcomes and deadlines
11. Ability to lead, convene and support meetings, working groups and forums

Desirable Attributes

12. Current drivers licence

Special Requirements

- Appointment to this position will be subject to a current Working with Children Registration
- Some intrastate and interstate travel may be required in this position

Working Conditions

- Some out of hours work may be required in order to satisfy operational requirements
- The position may involve working with people with challenging behaviours

Approval

Michael Kelly
CEO

February 2021

