

Position Description

Position Title	Local Suicide Prevention Coordinator
Department	Early Intervention Services
Program	Suicide Prevention
Location	North West
Classification	Level 5

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 serve
- In it together
- People matter
- Looking forward

Position Summary

RA Tas has been contracted by Primary Health Tasmania (PHT) to work in partnership with the Department of Health and Human Services (DHHS), the Tasmanian Health Service (THS) and other key stakeholders in the Central Coast, Burnie and Devonport areas to coordinate key activities as part of a national suicide prevention trial site.

PHT will lead the trial and will work closely with the Local Suicide Prevention Coordinator (the Coordinator). The role of the Coordinator will be to:

- support a local working group to initiate, coordinate, manage and support the development, implementation and evaluation of suicide prevention activity in line with the LifeSpan framework
- act as a liaison point between Primary Health Tasmania (as the project lead) and the local trial site

Key Areas of Responsibility

- Work within the LifeSpan framework to initiate, coordinate and support the planning, development, implementation and evaluation of suicide prevention activities at a local level
- Work in partnership with relevant government and non-government service providers and community groups to facilitate the development and coordination of activities to address suicide prevention
- Manage, organise and provide training relating to suicide prevention with government, non-government, industry and community stakeholders
- Maintain awareness of relevant services in their region
- Provide scheduled reports to Primary Health Tasmania in relation to the progress in developing and implementing activities
- Ensure that local suicide prevention initiatives are consistent with the LifeSpan framework and the Tasmanian Suicide Prevention Strategy 2016 – 2020
- Prepare reports relating to suicide prevention issues within their region, as required
- Liaise and work with relevant government and non-government service providers and community groups to identify local needs and priorities
- Facilitate the development of appropriate partnerships to target suicide prevention at a local level
- Any other duties as required and within the general scope of responsibilities of this position

Position Relationships

Supervisor	Manager, Mental Health Services (Statewide)
Direct Report(s)	Nil
Other(s)	RA Tas staff, clients, external stakeholders, PHT

Extent of Authority

The Local Suicide Prevention 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

Selection Criteria

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

1. Completion of relevant tertiary qualifications and/or an equivalent combination of relevant experience, education and training
2. Demonstrated ability to develop, implement and evaluate community-based prevention and intervention initiatives
3. Demonstrated ability in project management including ability to plan, administer and evaluate project goals and actions and meet key deadlines
4. Highly developed communication and interpersonal skills with demonstrated ability to consult, coordinate and liaise with a range of stakeholders in various contexts
5. Demonstrated experience in successfully engaging with all people in a culturally competent manner
6. Demonstrated experience in implementing, influencing and reviewing policies, strategies and procedures as they relate to public health issues
7. Highly developed conceptual and analytical skills including the ability to negotiate solutions to complex problems in a collaborative setting

Desirable Attributes

8. Current drivers licence
9. Experience/understanding of the theory and practice of community development
10. Experience/understanding of suicide prevention

Special Requirements

- Appointment to this position will be subject to a current Working with Children Registration and National Police Check
- 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

Jules Carroll
COO

September 2021