

Position Description

Position Title	SPEAK UP! Stay ChatTY Project Officer
Department	Early Intervention Services
Program	Suicide Prevention / SPEAK UP! Stay ChatTY
Location	South
Classification Level	Level 4

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

The aim of SPEAK UP! Stay ChatTY (SUSC) is to help prevent suicide by spreading the message that nothing is so bad that you can't talk about it. SPEAK UP! Stay ChatTY delivers key messages on where to find help if it's needed, listening to those who need it, and how we can all help each other out in tough times.

SUSC Project Officer is responsible for delivering Stay ChatTY programs, building stakeholder relationships, and promoting Stay ChatTY's messages. The role may also be called upon to assist with SUSC other programs, events and activities in the future.

Key Areas of Responsibility

- Support the activities of SUSC, in particular:
 - Delivering the Stay ChatTY Schools Program in Department of Education schools
 - Assistance with program data entry, session organising, school liaison, travel and accommodation bookings
- Undertake the delivery of projects and initiatives in accordance with contract requirements and contract deliverables
- Assist in the development of newsletter content and marketing/promotional collateral
- Represent RA Tas/SUSC at meetings/events as required
- Any other duties as required and within the general scope of responsibilities of this position

Position Relationships

Supervisor	SPEAK UP! Stay ChatTY Founder and Program Leader
Direct Report(s)	Nil
Other(s)	RA Tas staff, external stakeholders including sponsors

Extent of Authority

The SPEAK UP! Stay ChatTY (SUSC) Project Officer informs and guides to gain the acceptance of others regarding the practices, systems and processes required to achieve program and service delivery outcomes. Freedom to act is governed by clear objectives and/or budget constraints which may involve the contribution of knowledge in establishing procedures within clear objectives and/or budget constraints where there are no defined established procedures.

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
- Our organisation is a Child Safe organisation and takes child protection seriously. As an employee of RA Tas, 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 Education, Social Work, Counselling or a related field and/or an equivalent combination of relevant experience, education and training
2. Sound understanding of suicide prevention and the Tasmanian Suicide Prevention strategy or the ability to acquire this knowledge
3. Understanding of and sensitivity to the needs of families and communities affected by suicide
4. Experience in program development and implementation, particularly working with students, parents and school staff
5. High level community development, communication, community engagement, consultation and facilitation skills
6. Demonstrated ability to present to a wide variety of audiences for different purposes in an engaging and motivating way
7. Ability to work as part of a multi-disciplinary team

Desirable Attributes

8. Current Mental Health First Aid and/or Applied Suicide Intervention Skills Training certificate
9. Certificate IV in Training and Assessment

Special Requirements

- Appointment to this position will be subject to a current and satisfactory National Police Check and Working with Children Registration
- Current drivers' licence is required for travel intrastate

Working Conditions

- Some out of hours work may be required in order to satisfy operational requirements
- Travel throughout the south regions of Tasmania is mandatory

Approval

Michael Kelly

CEO

November 2021