



JOB DESCRIPTION FORM

Section 1 - POSITION IDENTIFICATION

| | | | |
|------------------|--|-------------------------|---------------------------------------|
| | | Position No: | 615355 |
| Division: | Kimberley | Title: | Suicide Prevention Coordinator |
| Branch: | Kimberley Mental Health and Drug Service (KMHDS) | Classification: | HSO Level G7 |
| Section: | Kimberley Community Alcohol & Drug Service (KCADS) | Award/Agreement: | Health Salaried Officers Agreement |

Section 2 - POSITION RELATIONSHIPS

| | | | | | | | | | | | | | | |
|--|------------------------|---------------------------------------|---|--|--------------|--|---|-----------------------------|--------------------------------|--------------------------------------|--|--|--|---------------------------------|
| Responsible to | Title: | Regional Manager KMHDS Broome | ↑ | Other positions reporting directly to this position: | | | | | | | | | | |
| | Classification: | HSO Level G10 | | | | | | | | | | | | |
| Position No: | 200368 | | | | | | | | | | | | | |
| Responsible to | Title: | Coordinator KCADS | ↑ | <table border="1"> <tr><td>Title</td></tr> <tr><td>Community Drug Service Workers (Broome) - Multiple</td></tr> <tr><td>Community Drug Service Workers (Kununurra) - Multiple</td></tr> <tr><td>Clerical Officer – Multiple</td></tr> <tr><td>IDP Project Officer - Multiple</td></tr> <tr><td>Community Drug Service Worker Remote</td></tr> <tr><td>Community Drug Service Workers – Remote Kununurra - Multiple</td></tr> <tr><td>Community Drug Service Worker - Multiple</td></tr> <tr><td>Prevention Services Officer – Multiple</td></tr> <tr><td>Senior Health Promotion Officer</td></tr> </table> | Title | Community Drug Service Workers (Broome) - Multiple | Community Drug Service Workers (Kununurra) - Multiple | Clerical Officer – Multiple | IDP Project Officer - Multiple | Community Drug Service Worker Remote | Community Drug Service Workers – Remote Kununurra - Multiple | Community Drug Service Worker - Multiple | Prevention Services Officer – Multiple | Senior Health Promotion Officer |
| | Title | | | | | | | | | | | | | |
| Community Drug Service Workers (Broome) - Multiple | | | | | | | | | | | | | | |
| Community Drug Service Workers (Kununurra) - Multiple | | | | | | | | | | | | | | |
| Clerical Officer – Multiple | | | | | | | | | | | | | | |
| IDP Project Officer - Multiple | | | | | | | | | | | | | | |
| Community Drug Service Worker Remote | | | | | | | | | | | | | | |
| Community Drug Service Workers – Remote Kununurra - Multiple | | | | | | | | | | | | | | |
| Community Drug Service Worker - Multiple | | | | | | | | | | | | | | |
| Prevention Services Officer – Multiple | | | | | | | | | | | | | | |
| Senior Health Promotion Officer | | | | | | | | | | | | | | |
| Classification: | HSO Level G8 | | | | | | | | | | | | | |
| Position No: | 200550 | | | | | | | | | | | | | |
| This position | Title: | Suicide Prevention Coordinator | ↑ | | | | | | | | | | | |
| | Classification: | HSO Level G7 | | | | | | | | | | | | |
| | Position No: | 615355 | | | | | | | | | | | | |

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|--|-------|---|--------|
| Positions under direct supervision: | | ← Other positions under control: | |
| Position No | Title | Category | Number |
| | | | |

Section 3 - KEY RESPONSIBILITIES

Leads the strategic development and management of mental health promotion and training across the Kimberley region. Coordinates the planning, implementation and evaluation of a comprehensive range of mental health promotion strategies and programs across the region in accordance with national, state and local priorities. Provides guidance and support to related mental health promotion teams.

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| TITLE | Suicide Prevention Coordinator | POSITION NO | 615355 |
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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR MISSION

To deliver and advance high quality care for country WA communities

OUR VISION

To be a global leader in rural and remote healthcare

OUR STRATEGIC PRIORITIES

Caring for our patients - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

Addressing disadvantage and inequity - Delivering focussed and accessible services for those who need it most

Building healthy, thriving communities - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

Delivering value and sustainability - Ensuring that the services we provide are sustainable and we are transparent about our performance

Enabling our staff - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

Leading innovation and technology - Embracing innovation and technology to create a safer, more connected and equitable health system

Collaborating with our partners - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

OUR VALUES

Community – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity – We bring honesty, collaboration and professionalism to everything that we do.

Equity – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

WA Country Health Service – KIMBERLEY

21 August 2020

REGISTERED

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| TITLE | Suicide Prevention Coordinator | WA Country Health Service – KIMBERLEY | 15355 |
| | | | Level G7 |

21 August 2020

REGISTERED

Section 4 - STATEMENT OF DUTIES

| Duty No | Details | % |
|----------------|--|-----------|
| 1 | LEADERSHIP AND MANAGEMENT | 15 |
| 1.1 | Works with administrative and senior staff to ensure effective financial management of suicide prevention programs. Supports and develops prevention workers to integrate and extend health promotion principles, strategies and practices into public and primary health service planning and delivery. | |
| 1.2 | Coordinates a planned approach to training and development in the Kimberley region using appropriate support, mentoring, evaluation, performance development and staff development tools. | |
| 2 | PLANNING AND PROJECT MANAGEMENT | 30 |
| 2.1 | In collaboration with key stakeholders coordinates the planning, development, implementation and evaluation of community based suicide prevention programs in the Kimberley, including postvention responses. | |
| 2.2 | Coordinates the development of strategic Social and Emotional Wellbeing (SEWB) promotion plans for the Kimberley with a focus on healing and improving cultural determinants of health and cultural renewal for Aboriginal and Torres Strait Islander people. | |
| 2.3 | Supports and provides advice on the implementation of suicide prevention plans which target identified priority areas. | |
| 2.4 | Coordinates the preparation of funding applications for new and existing prevention programs that address priority issues relating to suicide and self-harm. | |
| 2.5 | Ensures suicide prevention programs have a sound evidence base and are evaluated according to outcome indicators established at national, state and local levels. | |
| 2.6 | Provides regular reports to management and regional forums as required. | |
| 3 | LIAISON AND PARTNERSHIPS | |
| 3.1 | Develops and maintains effective partnerships and networks with relevant regional and state key stakeholders and funding bodies to address suicide prevention. | |
| 3.2 | Liaises and consults with key stakeholders, both internal and external to the health sector about mental health promotion strategies and priority health issues in the Kimberley. | |
| 3.3 | Represents the Kimberley Mental Health & Drug Service on working parties, committees and at conferences. | |
| 4 | CAPACITY BUILDING AND ADVOCACY | 15 |
| 4.1 | Builds the capacity of the community and health services providers, to plan and implement sustainable, mental health promotion initiatives that align with the priorities of the Kimberley and the <i>Suicide Prevention 2020: Together We Can Save Lives</i> Document. | |
| 4.2 | Advises managers and other key stakeholders on issues relevant to SEWB, and mental health. | |
| 4.3 | Provides mentoring and guidance to support the training, employment and retention of local community people such as mental health workers and peer workers in suicide prevention activity, with a particular focus on early intervention. | |
| 4.4 | Presents at seminars and training sessions, as appropriate. | |
| 5 | RESEARCH AND EVALUATION | 15 |
| 5.1 | Monitors and reports on local trends in the incidence and prevalence of SEWB conditions, and risk factors for developing health problems. | |
| 5.2 | Critically analyses qualitative and quantitative data, relating to suicide and self-harm to identify behavioural, environmental, social, political and economic factors that promote or compromise the mental health of the local community. | |
| 5.3 | Uses and furthers research to develop and substantiate local mental health and suicide prevention strategies and objectives. | |
| 5.4 | Acts as a resource for regional personnel regarding routinely collected data relating to self-harm. | |
| 5.5 | Assists in the effective evaluation of SEWB promotion programs in the region. | |
| 5.6 | Remains aware of national and international developments in mental health promotion, including suicide prevention and postvention, and determines how these developments may impact on the strategic outcomes of local and state suicide prevention programmes. | |
| 6 | OTHER | 25 |
| 6.1 | Participates in performance development with management. | |
| 6.2 | Participates in continuing self-education, keeping abreast of state, national and international developments in health promotion and seeks opportunities to improve professional, leadership and managerial skills. | |
| 6.3 | Provides and facilitates recognised expert knowledge and services in the area of mental health promotion. | |
| 6.4 | Acts as a resource for all disciplines. | |
| 6.5 | Participates in other program activities and duties as negotiated with management. | |
| 6.6 | Achieve Performance Key Indicators (KPI's) in cultural competence and the delivery of trauma informed care as instructed by management, in order to provide a culturally safe environment. | |

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.

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Section 5 - SELECTION CRITERIA

ESSENTIAL:

- 1 Demonstrated leadership skills including knowledge of resource management and funding models along with conceptual, analytical and problem solving skills.
- 2 Demonstrated project management skills and substantial experience in the planning, development, implementation and evaluation of population and mental health programs.
- 3 Extensive knowledge and understanding of health promotion and suicide prevention, including research methods, trauma informed care and cultural security.
- 4 Demonstrated high level written and verbal communication skills, including report writing, training delivery, presentations and high level interpersonal skills including collaboration, negotiation, and consultation.
- 5 Demonstrated research skills including computer literacy skills and the ability to utilise information systems to further data collection, statistical analysis and training initiatives.
- 6 Demonstrated knowledge and understanding of regional factors and social determinants particularly relating to Aboriginal health.
- 7 Current C Class drivers Licence and an ability and willingness to travel including overnight stays away from home.

DESIRABLE:

- 1 Tertiary qualifications and/or post graduate qualifications in health promotion or another related discipline.
- 2 Demonstrated understanding of factors that affect the health status of people living in rural and remote areas.
- 3 Experience working in a rural or remote area within a community development role.
- 4 Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Section 6 - APPOINTMENT FACTORS

| | | | |
|---|--|----------------------|-------------------------------|
| Location | Kimberley | Accommodation | As per WACHS Kimberley policy |
| Appointment/ Allowances Conditions | Where applicable - District Allowance, Annual Leave Travel Concession, one week additional Annual leave for above the 26 th parallel, air conditioning subsidy. Appointment is subject to: <ul style="list-style-type: none"> • Successful Working With Children Check • Evidence of a current C or C-A class driver's licence and ability to travel within the region as required including overnight stays • Provision of the minimum identity proofing requirements • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Successful WA Health Integrity Check | | |
| Specialised equipment operated | | | |

Section 7 - CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date: ____/____/____

Manager
Kimberley Mental Health and Drug Service

Signature and Date: ____/____/____

Regional Director
WACHS Kimberley

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

| Name | Signature | Date Appointed | Date Signed |
|------|-----------|----------------|-------------|
| | | | |

WA Country Health Service – KIMBERLEY

21 August 2020

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