



Position Description

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| Position: | Manager – Suicide Prevention & Social and Emotional Wellbeing |
| Location: | Coffs Harbour |
| Pay structure: | Health Professionals Support Services Award 2020 |
| Classification | HPSS3 |
| Hours per week | 38 |
| Responsible to | Chief Operations Officer |

Our Values → Respect ↔ Accountable ↔ Inclusive ↔ Compassion ↔ Empowerment

Our Purpose → Culturally appropriate care that ensures the best possible health and wellbeing outcomes for those on Gumbaynggirr Land

Our Vision → Greater choices for our mob to improve health for all stages of life

Objectives

- To support ongoing management of the Culture Care Connect program bringing together key streams of suicide prevention planning, coordination, and activity across the mid and north coast of NSW;
- To support the Social and Emotional Wellbeing Program within Galambila's primary health model of care.
- Manage a multi-disciplinary team to deliver clinical services to clients with mental health conditions, those at risk of suicide, and other presenting issues.

Role responsibilities

Culture Care Connect program

- Support Bundjalung (Bulgarr Ngaru) and Gumbaynggirr (Galambila Aboriginal Health Service) communities to improve access to culturally safe and appropriate suicide prevention services;
- Manage a multi-disciplinary team to deliver clinical services to clients with mental health conditions, those at risk of suicide, and other presenting issues
- Build and maintain strong relationships with key sector stakeholders, including service providers and key referral pathways for suicide prevention;
- Support services within the network region to address barriers to access, and where appropriate; Advocate for funding from a wide range of sources to enhance suicide prevention services and build network capacity
- Participate in relevant Communities of Practice, established to support ACCHOs in undertaking service activities, and facilitate sharing of best practice and expertise;
- Undertake reporting on CCSPN activities in line with contract requirements; and

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- Participate in evaluation and monitoring activities, as described in NACCHO’s Monitoring and Evaluation Framework, including ensuring appropriate data collection.

Social and Emotional Wellbeing

- Work within the Galambila Social and Emotional Wellbeing and Clinical Care framework to deliver comprehensive care to clients, families, and carers by managing a small team of health professionals to deliver social and emotional wellbeing supports in a primary health setting.
- Actively promote and provide a comprehensive, culturally secure, primary health care approach to care, focussing on the individual needs and rights of clients by:
 - Identify health needs of individuals, groups and community and prioritise high need areas; and
 - Deliver direct primary health care and social and emotional wellbeing supports in line with own scope of practice.
- Establish and maintain communication networks between health services and the community to:
 - Advocate for the rights and needs of the individual;
 - Facilitate the work of staff and collaborate across networks;
 - Facilitate a multi-disciplinary approach to client care; and
 - Ensure the promotion of Galambila and Regional programs.
- Identify, implement, monitor and evaluate clinical and community health programs in response to specific health needs including education, awareness, screening, self-help groups, resource development and reporting.
- Coordinate and perform administrative tasks including:
 - Maintenance of records;
 - Data collection;
 - Utilisation of patient information systems; and
 - Reporting.

Workplace responsibilities

- Work as a team member, seeking support, guidance and direction as required;
- Provide leadership, direction, support and supervision to all direct reports;
- Attend meetings and undertake training as appropriate to the role of Manager – Suicide Prevention & Social and Emotional Wellbeing;
- Perform any other duties consistent with the terms of employments as may be directed or implied from time to time; and
- Participate in staff performance reviews.

Workplace Health and Safety responsibilities

- Follow defined WH&S and injury management policies and procedures;
- Take reasonable care for the safety of others in the workplace;
- Ensure organisational compliance with any requirements of the WH&S Act and other legislation with regard to health, safety and welfare in the workplace;
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in compliance with the WH&S Act or other legislation;

- Report all accidents or incidents which did, or could have resulted in, injury to others in the workplace or damage to property;
- Report all hazards or potential hazards;
- Be familiar with emergency evacuation procedures and participate in regular training in safety procedures; and
- Provide input into regular safety inspections for their department.

Child Protection Responsibilities

- Be familiar with and adhere to legislation in relation to Child Protection and comply with NSW Health Frontline Procedures for the Protection of Children and Young People; and
- Attend training in Child Protection as required.

Continuous Quality Improvement responsibilities

- It is the responsibility of each staff member to be aware of the contents of the policy and procedures manuals and work within the principles contained therein.
- Each staff member is expected to be committed to quality service and to participate in activities to enhance continuous quality improvements in the workplace.

Non Smoking Policy

Galambila provides a smoke-free work environment and promotes a no-smoking culture for staff where they are encouraged and supported not to smoke.



Role requirements

Please note Galambila Aboriginal Health Service considers that being Australian Aboriginal is a genuine occupational qualification under s.14 of the Anti-Discrimination Act 1977 NSW – the successful applicant will need to provide documentation that they are recognised by the Aboriginal Community as being of Aboriginal descent.

Capabilities

Networks and stakeholders: Reviews and manages services in response to changing needs of community and works collaboratively with key stakeholders;

Time management: Prioritises work; demonstrates an understanding of organisational, team and individual priorities and capacities and ensures that key requirements are met;

Advocacy: Articulates clear and persuasive messages about key issues when advocating or negotiating for clients;

Reflective practice: Disseminates, promotes and develops reflective and evidenced based practice;

Knowledge of client issues: Maintains high level awareness of client issues as impacted by social determinants of health

Program development: Manages programs to and work to timelines and budgets and achieve goals and objectives.

Desirable:

1. Experience in an Aboriginal Community-Controlled Health Service
2. Experience in leading or line managing a team
3. Knowledge of suicide prevention services within the Mid and North Coast region

Licence

1. Current 'C' Class driver's licence is mandatory for this role.

Qualifications

There are mandatory qualifications for this position. The successful applicant will have tertiary qualifications in a health-related field (Social Work, Psychology, or Nursing) or equivalent experience in suicide prevention and managing a social and emotional wellbeing health team, or a combination of study and work experience.

Employment Arrangements

An offer of employment is subject to a six (6) month probationary period. This role is advertised as a fixed term contract (up to June 2025). Continuation in the role is subject to funding. A review of performance will be conducted 3 months after commencing. All staff undertake individual Performance Agreements including regular reviews. Your reporting lines may change from time to time at Galambila in accordance with operational requirements.

All employees must provide evidence of two COVID vaccinations or evidence of a medical contraindication to the approved COVID-19 vaccines.

This appointment is subject to a satisfactory clearance for a police check and a clearance for working with Children undertaken by the Office of the Children's Guardian (NSW).

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