



Position Description

Suicide Prevention Coordinator

Wesley LifeForce
July 2024 SCHADS Level 4

Agreement

Signed–Manager

Signed–Employee

Date

Date

Do all the good you can
because every life matters



Suicide Prevention Coordinator Wesley LifeForce

1 Overview of Wesley Mission

Wesley Community Services Limited, a company limited by guarantee pursuant to the Corporations Act 2001, is a Public Benevolent Institution operating as Wesley Mission to deliver services and programs to provide direct relief of poverty, sickness, suffering, distress, adversity, disability, destitution, and helplessness in New South Wales and other parts of Australia as inspired by the work of Jesus Christ in Word and deed.

In 2021/22 Wesley Mission supported people through 68 programs in 144 offices. Services include community and clinical mental health, national suicide prevention, domestic and family violence, foster care and adoptions, housing and accommodation, training and employment, disability support and aged care. Wesley employs 2,425 staff and is supported by 4,227 volunteers.

In 2020/21, Wesley assisted 115,700 people. This included immediate help for 35,645 people in crisis, early intervention support for 41,420 people and capacity building for a further 38,635.

Our vision is to:

“Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as ever you can”.

Out of Christian love and compassion we are driven by Christlike servanthood, unfailing integrity and courageous commitment.

The organisational plan is based on four key result areas, namely:

- our clients
- our people
- our operations
- our financials.

Our position descriptions and performance plans are aligned with these four key result areas, program and individual contractual KPIs.

2 Overview of Wesley LifeForce

Wesley LifeForce Suicide Prevention Networks (Networks) are evidence-based collaborations formed by and targeting at-risk population groups and communities. Network members collaborate to reduce suicide through localised, grassroots suicide prevention strategies. Our programs have a whole of government, community and populations reach into at risk populations and communities, with 85.4% of our network members identifying as having a lived experience of suicide.

The networks are unique and informed by evidence-based academic evaluations. In 2021 the University of Melbourne's longitudinal analysis of data found the establishment of a Network reduces suicide rates by 7% over time. The analysis found other Network impacts include:

- increased awareness and understanding of suicide prevention issues
- increased community knowledge and awareness of support services
- increased community confidence and capacity to help someone at risk of suicide
- improved service linkages and access pathways
- reduced stigma regarding suicide which in turn facilitated help-seeking
- greater sense of community connection.

Since 2007, Wesley Mission has partnered with more than 130 communities throughout Australia to develop and maintain Suicide Prevention Networks. Wesley acts as a backbone agency providing seed funding, facilitation, network governance and support in developing and delivering strategic community action plans. The Networks target high-risk communities and population groups in all Australian states and territories, with 15% of activity supporting Aboriginal or Torres Strait Islander communities.

Overview of role

Funded by key partnerships with local, state and federal government - this role is about engaging people, building resilience and developing capacity to prevent and address suicide within communities impacted by events that increase the risk of suicide

Working from an agreed professional discipline, Suicide Prevention Coordinators are to:

- Create active personal and professional relationships within your office, team and state which will reduce the occurrence and impact of suicide.
- Travel to identified communities to facilitate the LifeForce Networks process as per the programs framework, methodology and program logic
- Consult with stakeholders in an identified or nominated community to determine the viability of establishing a community-led suicide prevention network.
- Facilitate and support the development, implementation, and ongoing progress of suicide prevention networks through the implementation of the Wesley LifeForce community engagement framework.

- Ensure the activities of the project are operated effectively and efficiently and provide a quality service.
- Maintain current and accurate program notes and financial data within the CRM system.

3 Relationships

The success of this role is measured on its ability to encourage, influence and engage individuals and communities to reduce suicide.

When not travelling this role is based within an approved office location, cultivating active partnerships and relationships, actively sharing stories of success and providing specialist support during critical incidents or crisis.

Reports to: Wesley Lifeforce Networks Manager,

Actively works with:

- Wesley Lifeforce staff across the portfolio, sharing information and resources at every opportunity.
- Other Wesley Mission staff, including Wesley Training , Social Enterprise, Out Of School Hours services, and other Wesley Mission teams, volunteers, networks, committees and Boards.
- Corporate services provided by Head Office, e.g. accounting, legal, communications, fundraising, property development and human resources.
- Uniting Church agencies and staff, local Lifeline centres, government departments, service providers and industry organisations.

4 Major role responsibilities

4.1 Our clients

- With direction from the Networks Manager, proactively identify communities in which to establish suicide prevention networks.
- Facilitate forums to discuss the network concept with communities.
- Identify, develop and facilitate community and stakeholder engagement strategies encouraging a collaborative and community-based approach to suicide prevention.
- Deliver the Wesley LifeForce networks framework in response to local needs, regional priorities and Wesley LifeForce strategic objectives.
- Empower communities by encouraging their participation in network development, implementation and evaluation to ensure sustainability and long-term community outcomes.
- Facilitate the development of strategic and project plans for each network (in collaboration with network members) which outlines aims and objectives.
- Provide ongoing support through the distribution of relevant information/literature and by maintaining regular contact with network members either by telephone, video conferencing and in person.
- Map and maintain accurate information about the regional communities and network progress and identify ongoing areas for improvement.
- Raise the profile of Wesley LifeForce within network communities to develop and maintain high levels of recognition and community engagement in the provision of suicide prevention activities.

- Regularly report to and inform the Networks Manager/National Operations Manager on the main matters relating to network establishment and development.
- Actively find opportunities to be a strong ambassador for the Wesley LifeForce team, Wesley Mission, and the programs funding partners.

4.2 Our people (our team)

- Regularly provide written and verbal updates to your supervisor on the main matters relating to network establishment and development.
- Support and contribute to the internal and external evaluation components of the project, including maintaining data and systems to assess each communities risk and protective factors.
- Provide reports and undertake project work as requested by your supervisor.
- Pursue the implementation and maintenance of best practices, policies and procedures.
- Handle all confidential matters with discretion
- As directed by your supervisor perform other duties not inconsistent with the functions of this role
- Promote and ensure adherence to all Wesley Mission and funding body guidelines, policies and procedures.
- Ensure all Human Resource (HR) policies and procedures are understood and adhered to
- Document your progress using the Employee Contribution & Development template and meet with your Networks Manager at least monthly.
- Ensure your position description is up-to-date and identify career training and development and career growth opportunities for yourself
- Regularly report to your supervisor on issues such as resourcing needs, performance, training/development, disciplinary action, leave, Work, Health & Safety issues etc
- Identify and recommend opportunities to increase staff engagement and satisfaction
- Attend all scheduled meetings including supervision and group supervision

Our operations

Achieve key performance indicators and targets as directed by your supervisor

Ensure compliance with contractual funding requirements, reviewing and monitoring progress weekly ensuring:

- a) Service delivery requirements are met;
- b) Quality assurance standards are met;
- c) Reporting requirements are met e.g. Work In Progress reports, Health Checks, Network Support Plans, Activity Evaluations and Internal Outcomes reporting.
- d) All records and notes are updated in the CRM by the COB each week
- e) All credit card statements, invoicing and financial reporting are completed each month
- f) Good working relationships are fostered with internal and external stakeholders
- g) Communicate the Wesley Mission brand and key messaging strategy to stakeholders to build effective relationships, gain their support and ultimately create advocates.

4.3 Our financials

- Ensure all projects are delivered to budget and seek opportunities to minimise expense wherever possible.

- Ensure all credit card reconciliations, travel requests and travel plans are completed by the end of each month.

5 Professional responsibilities

Personally model excellence in ethical service delivery and professional standards. This will be reflected in the following:

Professional Development

- Agree on a program of ongoing professional development, CPD points or accredited study with your supervisor.

Work Practices

- As an employee, be responsible under the Work Health and Safety Act 2011 for the health and safety of all persons you come into contact with during your employment. All hazards and injuries must be reported through the proper process as set out in Wesley Mission's Work Health, Safety and Rehabilitation Quality Management System and site procedures.
- In relation to Wesley Mission and the Uniting Church in Australia attend such functions including (but not limited to) the Wesley LifeForce Memorial Days, meetings, seminars, and training courses as directed by the Networks Manager.
- In relation to Wesley Mission attend worship services as encouraged by your supervisor
- Apply the responsibilities of the Workplace Injury Management and Workers Compensation Act 1998. Participate, at least annually, in the Mission's Employee Contribution and Development Review (ECDR).
- Participate in the Mission's Orientation program when you commence, so as to gain an understanding of the application of the EEO, Affirmative Action, Privacy and Personal Information Protection Act 1998, Work Health and Safety Act 2011 and other relevant legislation.
- As directed, other activities to support the delivery of the Wesley LifeForce Business Plan and Wesley Mission Strategic Plan, as requested by your manager
- As an employee, be responsible under the Work Health & Safety Act for the health and safety of all persons they come into contact with, during employment. All hazards and injuries must be reported through the normal process as set out in Wesley Mission's Work Health, Safety and Rehabilitation Quality Management System and site procedures
- Administer Wesley Mission's philosophy of care and other relevant policy documents as appropriate
- Demonstrate responsible stewardship of all resources, and willingness to report impropriety in keeping with the values of Wesley Mission
- Ensure the reputation and integrity of Wesley Mission is maintained at all times

6 Selection criteria

To be successful in this position, candidates must possess the following:

Demonstrated behaviours

- willingness to affirm Wesley Mission as an employer, engaging with the vision, mission and values and enthusiastically advocate our Word and deed ministries
- demonstrated ability to work unsupervised as well as an effective team player with a positive can-do attitude
- confident professional with strong initiative and business acumen
- displays emotional maturity and resilience.

Essential criteria

- Tertiary qualifications or willingness to complete qualifications in allied health or suicide prevention.
- passion for suicide prevention
- knowledge and experience of community development and participatory development practice
- understanding and experience in data collection, database management and report writing skills
- experience in developing and implementing project plans
- excellent organisational skills and the capacity to work with minimal supervision
- experience in facilitating meetings
- current Driver's Licence

Desirable criteria

- an understanding of issues facing rural and remote communities.

This position requires frequent intrastate and interstate travel.