



## Durri Aboriginal Corporation Medical Service

Servicing the Macleay and Nambucca Valleys

ABN 52 730 046 875 ICN 27

*With Compliments*

### Position Application Package

**Position Name:** Suicide Prevention Officer - Kempsey and Nambucca Heads

**Position No (If applicable):** N/A

**Contact Name:** Alicia Stewart phone: (02) 65602355



Durri Aboriginal Corporation Medical Service  
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KEMPSEY NSW 2440  
T: (02) 6560 2300  
F: (02) 6562 7069



Darrimba Maarra Health Outpost  
PO Box 131  
13/42 Bowra St  
Nambucca Heads NSW 2448  
T: (02) 6598 6800  
F: (02) 6598 6833

**All written communications to be addressed to CEO:  
PO Box 136  
Kempsey NSW 2440**

## General Conditions of Employment

<b>Position:</b>	Suicide Prevention Officer - Kempsey and Nambucca Heads
<b>Position No (If applicable):</b>	N/A
<b>Award:</b>	ACCHS 2010
<b>Classification:</b>	AHW Grade 4 - Level 2
<b>Salary:</b>	\$76,076.00 per annum
<b>Award entitlements:</b>	ACCHS 2010
<b>Identified position:</b>	Pursuant to Section 14 of the Anti-Discrimination Act 1977(NSW) Australian Aboriginality is a genuine occupational qualification for this position. Must provide Proof of Aboriginality from Local Land Council or Elders.
<b>Benefits:</b>	9.5% superannuation; salary sacrifice; training and development; employee assistance program; uniform supplied by employer.
<b>Employment clearances:</b>	Selection criteria - see page 10.
<b>Application:</b>	Email to: <a href="mailto:hr@durri.org.au">hr@durri.org.au</a>
<b>Or post marked confidential to:</b>	Application Human Resources Durri Aboriginal Corporation Medical Service PO Box 136 Kempsey NSW 2440
<b>Closing Date:</b>	Monday 12/10/2020 at 5.00 pm

## Information for Applicants

Thank-you for enquiring about a position advertised by Durri Aboriginal Corporation Medical Service. Durri is an equal opportunity employer and applies merit based selection techniques.

For over 40 years, Durri Aboriginal Corporation Medical Service has provided essential and culturally appropriate health care to Aboriginal people located in Kempsey, Nambucca Heads and its surrounding communities.

The following links showcase the regions around the organisation: <http://macleayvalleycoast.com.au/>  
<http://www.nambuccatourism.com.au/>

**Please read the following information carefully, as it will help you to understand the selection process and to prepare your application.**

Selection is based on the assessment of each applicant in relation to the requirements of the job identified in the Position Description for the advertised vacancy as well as being a team player with developed interpersonal skills and having the ability to work in an open, friendly and professional environment.

The selection criteria consists of skills, knowledge and abilities required to successfully undertake the position as detailed in the position description.

The first stage of the selection process is based on your written application. The applicants who Durri considers best demonstrate their capacity to meet the criteria will be short-listed for interview.

Your application represents you, therefore it is vital that it is well organised and provides all the required information. The following is a guide to assist you in preparing your application. The application should consist of five parts:

**1. Completed position application form** - see page 5.

**2. Covering letter**

A covering letter not exceeding one page is required.

**3. Resume**

Your resume should provide details on your education qualifications, work history, special skills or qualifications, training details and referees, plus any other information which may assist your claim for the position you seek. Be clear and informative. Include names, position titles, addresses and telephone numbers of two (2) referees (current addresses and telephone contact numbers).

**4. Selection criteria** - see page 10.

Each statement should concisely and adequately illustrate how you meet the criteria. Try to provide evidence of your work with examples. You can also include transferable knowledge, skills or ability in areas relevant to the requirements of the job, which you have developed outside the workplace as evidence of your capability to meet the selection criteria.

Give complete and relevant information. Your application is a tool to sell your skills and abilities and is the first stage of the selection process. It should be well presented and supply as much detail as necessary to fully explain your capabilities and experience.

Do not simply state that you meet the requirements of the job. Give examples which demonstrate how you meet each criteria.

***If you do not address each selection criteria your application will not be considered.***

## **5. Supporting information**

Send supporting information with your Position Application form with evidence of your qualifications that you have included on your resume; referee names with current address and telephone numbers; current police check; working with children check and confirmation of Aboriginality for identified positions.

### **Late Applications**

Late applications will not be considered for interviews.

### **Interview**

Should you be invited to attend an interview, it is important that you plan and prepare adequately. In some instances, telephone interviews can be arranged depending on circumstances.

The interview provides us the opportunity to confirm your qualification, knowledge, experience and personal qualities against the needs of the position. It also provides you the opportunity to find out more about the position.

All interviews are conducted by a Selection Panel. The Selection Panel will ask you a number of questions to determine how well you meet the requirements of the job.

Bring any documents or examples of your work that you consider may assist with your application.

You will be notified of the results of your application.

### **Reference Check**

Reference checks are used to supplement the final decision and may be conducted prior to, or after the interview.

Referees may be asked to provide information on your past employment and work performance, relevant to the requirements of the job.

Should you have any objection to this action, your concerns should be raised with the Selection Panel so that alternative arrangements can be made.



## Position Description

<b>Position Title:</b> Suicide Prevention Officer – Kempsey and Nambucca Valleys	<b>Business Unit:</b> Programs
<b>Reports to:</b> Program Manager and or delegated Supervisor	<b>Direct Reports:</b> Nil
<p><b>Organisation Statement of Purpose</b></p> <p>Durri Aboriginal Corporation Medical Service is a progressive Aboriginal Community Controlled Health Organisation who aspires to improve all aspects of health and well-being across the Durri Footprint (Dunghutti, Thunghutti and Gumbaynggirr Nations or Kempsey and Nambucca Valleys).</p> <p>Our key purpose for this program includes reducing, and ultimately stopping, youth suicide attempts and deaths in the Aboriginal communities across our footprint, by building a professional, culturally appropriate team to address gaps in the community and service, with a particular focus on vulnerable Aboriginal Children and Young People (aged 12- 24 years) at risk of suicide.</p>	
<p><b>Primary Objective:</b></p>	
<p>Reduce suicide attempts and deaths in the Aboriginal Communities of Kempsey and Nambucca Valleys, with a focus on Children and Young People (aged 12- 24 years).</p> <p><b>Position Purpose:</b></p> <p>Both the male and female Suicide Prevention Officers will work together, and in coordination with all key stakeholders across the Durri footprint, to reduce suicide attempts and deaths in the Aboriginal Communities of Kempsey and Nambucca Valleys, with a focus on Children and Young People (aged 12-24 years).</p> <p>The Suicide Prevention Officers must be able to engage community and provide a holistic culturally appropriate and professional service across the Durri Footprint.</p> <p><b>Key responsibilities of the Suicide Prevention Officer role include but not limited to:</b></p> <p><b>General Duties</b></p> <p>Follow the set strategic direction (and protocol) of the program and follow the direction of the Chief Executive Officer and or their delegated Supervisor. Work in partnership and coordination with all key stakeholders to deliver a tailored, professional and culturally appropriate service across the Durri footprint. Develop and implement a culturally response and or approach to suicide prevention and support.</p>	

Enhance critical responses to suicide events, trauma or circumstances that could trigger suicide or other traumatic events by the provision of practical support to individuals, families, and communities.

Strengthen local service system coordination and promote community capacity and resilience.

Contribute to strengthening the knowledge base of effective approaches in supporting families and communities impacted by suicide or other trauma-related events.

Provide suicide prevention community education and awareness sessions as appropriate and in partnership with other service providers.

Promote wellbeing and suicide prevention in the media, community and with organisations.

Promote positive local culture and customs as a strength in addressing identity issues.

Meet on a regular basis with all staff involved directly in the delivery of the project objectives.

Work collaboratively with other service providers and government agencies to assist with the development, implementation, delivery, and evaluation of Towards Zero Tolerance for Suicide & Building Resilience prevention education and community programs.

Provide an “on call” service as appropriate, under the direction and guidance of the CEO and or Supervisor.

Attend all training and professional development as directed by the CEO and or supervisor.

### **The Community**

The Officer/s will need to work closely with all the local Aboriginal community across the Durri footprint and with all relevant local Aboriginal services particularly those that are child and youth focused.

The Officer/s will also need to work in partnership with key government and non-government stakeholders.

Networking, engaging and developing trust with the Community is critical to this position and the success of the program.

The Officer/s will be working across cultural boundaries of the Dunghutti, Thunghutti and Gumbaynggirr Nations.

### **Consultation and liaison**

Employment and personal boundaries and protocols need to be established, and regularly reviewed with the Durri CEO and or Supervisor.

Developing, engaging and maintaining partnerships/relationships with all appropriate referral agencies and response services is vital to the position and program, to establish referral pathways, points of information and to monitor and evaluate community needs.

Collaborating with locally based service providers to strengthen coordination of services and ensure non-Aboriginal service providers are equipped with the tools they need to deliver services effectively and in a culturally safe and appropriate manner.

Liaising and engaging with communities to identify local training needs for individuals, families and communities to respond to various distresses and equip them with skills to act as conduits between service providers and individuals and families in crisis.

Working in partnership with other agencies to develop and implement local community or regional suicide prevention action plans.

Work alongside other Durri programs, Child and Family Health Team and all relevant staff.

Liaise and collaborate with relevant stakeholders.

Develop and promote Durri and Darrimba Maara activities.

Attend and participate in all key community and organisational meetings.

**Program planning and reporting**

Work with your supervisor/s to produce relevant reports and data to monitor and evaluate program and services delivery.  
 Ensure all clinical information is up to date and support data collection and reporting where required.  
 Track and report against program deliverables ensuring milestones are met within constraints.  
 Ensure program information is recorded in an appropriate and efficient manner to facilitate the required reporting.  
 Attend training to improve service delivery and outcomes.

**Program delivery and evaluation**

Participate in program evaluation activities, including developing and implementing evaluation plans under the guidance of your immediate Supervisor/s.

**Key Challenges**

Demonstrate personal resilience and professionalism whilst working in a sometimes demanding environment.  
 Utilising your interpersonal skills, negotiations skills, conflict resolution skills to de-escalate situations as appropriate.  
 Balancing the expectations of the Aboriginal Community against available resources and employment restrictions.  
 Balancing a work/life and developing boundaries.  
 Establishing trust and respect in the Aboriginal Communities of the Macleay and Nambucca Valleys.  
 Working across cultural boundaries of the Dunghutti, Thunghutti and Gumbaynggirr Nations.  
 Working across multiple locations during relocation.

**Support for the positions**

Orientation and induction will include community and stakeholder introductions, introductions to key community people and introductions to Elders.  
 Orientation and induction will also include a cultural component by Elders.  
 Support will be provided and may include EAP, counselling, clinical supervision, professional development and training.  
 Staff will be encouraged to develop their own support networks with peers and other professionals to enhance their resilience and wellbeing.

**Key Organisational Relationships/ Interactions**

To achieve the objectives of this role, the Suicide Prevention Officer needs to foster productive working relationships with the following stakeholders:

**Position Dimension & Decision Making Authority:**

**Key Communication Contacts:**

<p><b>Without referral to manager –</b> Routine enquiries from internal and external clients and the community</p> <p><b>After Consultation with manager or others –</b> Complex enquiries from internal and external clients and the community Actions outside policies and procedures</p> <p><b>Referred to managers or others –</b> Operational and capital expenditure</p>	<p><b>Internal Relationships</b> Durri ACMS</p> <p><b>External Relationships</b> To be developed with but not limited to:</p> <p>Aboriginal Community Controlled Organisations HNC-PHN Staff MNCLHD Staff inc Mental Health, Drug &amp; Alcohol unit and other identified Key stakeholders.</p>
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**Key Accountabilities:**

Key Result Area:	Major Activities:	Performance Measures:
<p><b>Develop Aboriginal specific comprehensive mental health and social and emotional wellbeing services targeted for the Kempsey and Nambucca Valleys, with particular focus on Young people.</b></p>	<p>Complete orientation including community introductions. Network and engage with key internal stakeholders within Durri and Darrimba Maara. Network and engage with key external stakeholders across the Durri footprint. Familiarise yourselves with all relevant strategic and operational plans and policy documents. Develop a workplan with input from supervisor.</p>	<p>Completion of Orientation and workplan. Contact is made with all key stakeholders. Networks are developed with key stakeholders. Over number of clients and families supported – at risk suicide and suicide post-invention. Number and Profile of supports provided – including coordinated care with other agencies, including Lifeline, clinical supports, and social services. External data reports are compiled and completed.</p>

<p><b>Develop and implement a culturally appropriate model/framework and resources that is specific to mental health and suicide prevention.</b></p>	<p>Increase health literacy in mental health and wellbeing children and young people through Co-design.  Increase knowledge/awareness of suicide prevention strategies.  Increase knowledge/awareness of suicide and its devastating impacts on Aboriginal Children, Youth and their Families and Communities.  Increase access for all levels of professional support from staff, partnering, organisations and community.</p>	<p>Culturally appropriate information is dispersed out into the community.  Information is accessible.  Number of workshops and or presentations.</p>
<p><b>Increase cultural identity, resilience and connectedness of Aboriginal Children and Young People.</b></p>	<p>Encourage cultural identity and connectedness of Aboriginal Children and Young people.  Respect participation and relationship building with Aboriginal Elders in both Dunghutti, Thunghutti and Gumbaynggirr Nations.  Cohesive, connected and empowered communities.</p>	<p>Networks are developed to build or support cultural identity within each community.  Number of visits to Elders groups. Number of cultural activities/ events.</p>
<p><b>Strengthen collaborations and communications between key service providers.</b></p>	<p>Bring key services together across the Durri footprint for planning, program development, and implementation across mental health and suicide prevention initiatives.  Building partnerships/MoU's between Durri and key stakeholders.  Builds the body of evidence that highlights the prevalence of mental health, self-harm and</p>	<p>Number of visits with key stakeholders.  Number of meetings attended.  Number of working partnerships/MOU's developed.  All appropriate reports are developed.</p>

	suicide across the Kempsey and Nambucca Valleys.	
<b>Build the professional capacity of Durri staff in mental health education/suicide prevention through relevant professional development opportunities.</b>	<p>Develop a plan of action to grow the capacity of staff in mental health education/suicide prevention.</p> <p>Promote mental health and suicide prevention across the organisation.</p> <p>Develop a survey monkey.</p>	<p>Plan developed.</p> <p>Number of workshops/ professional development workshops.</p> <p>Number of promotional activities and flyers.</p> <p>Survey monkey active and information utilised to improve the service.</p>
<b>Network, engage and developing trust with the local Aboriginal Communities within the Durri Footprint</b>	<p>Seek direction from your supervisor/s on networking and engagement.</p> <p>Arrange both formal and informal visits where appropriate.</p> <p>Allow time for trust to develop.</p> <p>Be sensitive to family, community cultural needs.</p> <p>Acknowledge men and women's business where appropriate.</p> <p>Acknowledge and respect the role of Elders in the community.</p> <p>Acknowledge and respect local customs and culture.</p>	<p>Number of visits.</p> <p>Number of formal and informal relationships/ partnerships/networks.</p>
<b>Access and equity to activities</b>	<p>Ensure activities are accessible by public transport.</p> <p>Provide transport where appropriate.</p> <p>Ensure communities have access to activities where appropriate.</p> <p>Ensure activities are well advertised across the media spectrum.</p> <p>Ensure visits to each identified community within the Durri footprint.</p>	<p>Number of group and participants.</p> <p>Number and profile of clients supported through cultural programs and activities (e.g. cultural groups or physical activity programs).</p>

<b>Reporting &amp; Data Administration</b>	Comply with the Suicide Prevention contractual obligations and deliverables. Maintain accurate client records/stats to forecast demand for services.	Contribute and complete compliance data entry. Participate and produce analysis of data sets.
<b>Continuous Quality Improvement</b>	Continually evaluate level of service demand and access, suggesting improvements in service delivery where possible. Review personal ability in skills and knowledge in the delivery of respect and adherence to local cultural protocols.	Contribute any suggestions or findings to continuous improvement processes within the organisation. Attendance in cultural competence appraisal. Attendance and participation in cultural mentoring.
<b>Work Health &amp; Safety</b>	Identify and comply with relevant NSW WHS Laws & Legislation as per Durri policies. Identify hazards and report to managers. Ensure relevant Acts and Regulations applicable to working conditions and the work environment are observed/enforced. Attend and abide by safety information, training and direction from management.	All relevant incidents are reported as per policy and legislation. A proactive approach is taken to WHS and prevention of accidents and injuries in the workplace.
<b>Confidentiality</b>	Ensure all confidential and sensitive information related to your employment or other employees, known to you, are kept confidential.	Confidentiality is always maintained.

Key Challenges:	Person Specification:
	<p><b>Essential skills:</b></p> <ul style="list-style-type: none"> <li>• Aboriginal person with strong connection to either the Macleay Valley and or Nambucca Valley. (<b><i>This is an identified Position under Section 9A of the NSW Anti-Discrimination Act 1977</i></b>).</li> <li>• Demonstrated experience working with Aboriginal and Torres Strait Islanders people in a health and wellbeing or related setting.</li> <li>• A sound knowledge and understanding of the contributing factors associated with suicide in Aboriginal and Torres Strait Islander communities.</li> <li>• Excellent networking, communication and engagement skills, with the ability to effectively work with children and young people (aged 12 – 24 years).</li> <li>• Experience to liaise effectively with key stakeholders including Aboriginal Health Workers, General Practitioners, Nurses, Specialists, Allied health professionals and other staff members.</li> <li>• Sound computer skills and experience.</li> <li>• Strong organisational and time management skills and an ability to set priorities and plan.</li> <li>• National Police Clearance Certificate - (valid for 3 years from date of issue)</li> <li>• Current NSW Working with Children’s Check.</li> <li>• Current NSW Driver’s license and the ability to travel at short notice.</li> </ul> <p><b>Desirable Skills:</b></p> <ul style="list-style-type: none"> <li>• Relevant qualifications in Mental Health, Nursing, Social Work or Psychology or related field.</li> <li>• Relevant experience in a related field.</li> <li>• Ability and willingness to complete further studies and professional development.</li> </ul>

## Selection Criteria

### Essential skills:

1. Aboriginal person with strong connection to either the Macleay Valley and or Nambucca Valley. (***This is an identified Position under Section 9A of the NSW Anti-Discrimination Act 1977***).
2. Demonstrated experience working with Aboriginal and Torres Strait Islanders people in a health and wellbeing or related setting.
3. A sound knowledge and understanding of the contributing factors associated with suicide in Aboriginal and Torres Strait Islander communities.
4. Excellent networking, communication and engagement skills, with the ability to effectively work with children and young people (aged 12 – 24 years).
5. Experience to liaise effectively with key stakeholders including Aboriginal Health Workers, General Practitioners, Nurses, Specialists, Allied health professionals and other staff members.
6. Sound computer skills and experience.
7. Strong organisational and time management skills and an ability to set priorities and plan.
8. National Police Clearance Certificate (valid for 3 years from date of issue)
9. Current NSW Working with Children's Check.
10. Current NSW Driver's license and the ability to travel at short notice.

### Desirable Skills:

1. Relevant qualifications in Mental Health, Nursing, Social Work or Psychology or related field.
2. Relevant experience in a related field.
3. Ability and willingness to complete further studies and professional development.