



## 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 and Education Officer – Male

**Contact Name:** Alicia Stewart

**Telephone:** (02) 65602355



Durri Aboriginal Corporation Medical Service  
15-19 York Lane  
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

- Position:** Suicide Prevention and Education Officer – Male
- Award:** ACCHS 2020
- Classification:** Grade 5 - Level 3 +
- Salary:** \$94,373.76 per annum
- Salary packaging:** To calculate your benefit follow the link <https://eziway.net.au>
- Employment opportunities:** Please click on the link <http://durri.org.au/positions-vacant.php> to Durri website to access the employment opportunities.
- Application:** **Your application should consist of four parts:**
1. Selection criteria - (Your application must address all the selection criteria or your application will be marked unsuccessful)
  2. Completed application form
  3. Resume
  4. Supporting documents
- Completed application to:** [hr@durri.org.au](mailto:hr@durri.org.au)  
or
- Post marked confidential to:
- Application Human Resources  
Durri Aboriginal Corporation Medical Service  
PO Box 136  
Kempsey NSW 2440
- Closing Date:** Monday 28 September 2022 by 5.00 pm



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## Application Form

Full Name: .....

Address: .....

Email Address: .....

Contact Numbers: .....

Date of Birth: .....

Drivers Licence:  Yes  No Class: ..... Expiry date: .....

Do you identify as Aboriginal or Torres Strait Islander?  Yes  No

Do you identify as having a disability?  Yes  No

Are you an Australian citizen or permanent resident?  Yes  No

Do you have Working with Children check number?  Yes WWCC No: .....

Do you have a current Police check?  Yes Date: .....

Do you have evidence of Vaccinations?  Yes  No

Have you provided evidence of your Qualifications?  Yes  No

Where did you see this position advertised? .....

Referees	Referee 1	Referee 2
Name:		
Title:		
Organisation:		
Contact Details:		
Email Address:		



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Servicing the Macleay and Nambucca Valleys

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### Position Description

<b>Position Title:</b> Suicide Prevention and Education Officer - Male	<b>Business Unit:</b> Program Management
<b>Reports To:</b> Programs Manager	<b>Direct Reports:</b> NIL
<b>Employment Type:</b> Temporary position – 12-month appointment with possible extension pending funding	
<b>Position base:</b> Position will be based in Kempsey and providing outreach to the Nambucca Valley	
<b>Purpose:</b>  The position will work with existing programs within Durri ACMS and Darrimba Maarra as well as external service providers and organisations to ensure the objectives of the program are reached.  This position is based in Kempsey and/or Nambucca Heads and is a pilot program under the Towards Zero Tolerance for Suicide and Building Resilience funding.	
<b>Primary Objective:</b>  This position is responsible for providing education on prevention for community members that reside within the Macleay and Nambucca Valley and to operate as a referral pathway to assist in reducing the number of suicide attempts and deaths in our Aboriginal communities for Aboriginal youth, aged 12-24 years. The key objectives of the role include: <ul style="list-style-type: none"><li>➤ Follow the set strategic direction (and protocol) of the program and follow the direction of the Program Manager.</li><li>➤ Work in partnership and coordination with all key stakeholders to deliver a tailored, professional, and culturally appropriate service across the Durri footprint.</li><li>➤ Develop and implement a culturally response and or approach to suicide prevention and education.</li><li>➤ Strengthen local service system coordination and promote community capacity and resilience.</li></ul>	

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

<b>Position Dimension &amp; Decision Making Authority:</b>	<b>Key Communication Contacts:</b>	
<b>Without referral to manager –</b> Routine enquiries from clients, their partners and the community	<b>Contact/Organisation</b>	<b>Purpose/Frequency of Contact</b>
<b>After Consultation Program Manager or others –</b> Complex client health problems/issues Actions outside policy and procedure	Program Manager	Daily – Direction and achievement of accountabilities
<b>Referred to Program Manager or others –</b> Operational and Capital Expenditure	Client and Community	As needed – Providing assistance and referral pathways for Aboriginal youth and their families
	All staff	As needed – Linking with other programs where appropriate

<b>Key Accountabilities</b>		
<b>Key Result Area</b>	<b>Major Activities</b>	<b>Performance Measures:</b>
<b>1. Program Management</b>	<ul style="list-style-type: none"> <li>• Contributes to team knowledge about referral resources that are appropriate to the goals of clients participating in the program.</li> <li>• Provides Suicide Prevention and Education related information to potential clients and their families of Aboriginal youth aged 12-24 years.</li> <li>• Provides ongoing cultural information and participate in team-based discussion and decision-making matters pertaining to Suicide Prevention and Education.</li> <li>• Provides assistance with communication and support to families of Aboriginal youth aged 12-24 years as appropriate and assist the organisation and external partners to develop and/or source culturally appropriate materials suitable for use in the Program and other providers.</li> <li>• Conducts Client Feedback Surveys to seek feedback about the program from the client's perspective</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of Program KPIs</li> <li>• Use of Communicare</li> <li>• Feedback from colleagues and community</li> <li>• Surveys</li> </ul>

- Familiarise yourselves with all relevant strategic and operational plans and policy documents.
- Develop a workplan with input from Programs Manager.
- Maintains confidentiality and documented records as required.
- Uphold the dignity and rights of families, carers and consumers while respecting privacy and confidentiality always.
- Participate in the development of Suicide Prevention and Education promotions and education strategies ensuring feedback from the community is incorporated into planning pertaining to Aboriginal youth aged 12-24 years.
- Monitor local Aboriginal Suicide Prevention and Education matters and provide feedback to the Program Manager.
- Contributes to the gathering and documentation of accurate client data.
- Undertakes a range of additional general duties relevant to the position as required by the organization and line manager

	<ul style="list-style-type: none"> <li>• Travel away from Kempsey/Nambucca Heads. Position will be based in Kempsey or Nambucca Heads and will provide outreach as directed by the Programs Manager.</li> </ul>	
<p><b>2. Community Care</b></p>	<ul style="list-style-type: none"> <li>• Liaise with the other program staff to obtain information and ensure that information regarding clients of Suicide Prevention and Education is accurate, easily accessible and understood by the community for Aboriginal youth aged 12-24 years.</li> <li>• Obtain feedback from the community to ascertain if communicated messages have been correctly received.</li> <li>• Liaise with the Program Manager in the development, implementation, and evaluation of community planning regarding Suicide Prevention and Education for Aboriginal youth aged 12-24 years.</li> <li>• Increase health literacy in mental health and wellbeing children and young people through co-design.</li> <li>• Increase knowledge/awareness of suicide prevention strategies for Aboriginal youth aged 12-24 years.</li> <li>• Increase knowledge/awareness of suicide and its devastating impacts</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of Program KPIs</li> <li>• Participates in the planning and delivery of communication about the program, and what it can offer, to a diverse range of local community stakeholders within the Durri Footprint.</li> </ul>



	<p>on Aboriginal youth and their families and communities.</p> <ul style="list-style-type: none"> <li>• Increase access for all levels of professional support from staff, partnering, organisations and community.</li> </ul>	
<p><b>3. Team work and Collaboration</b></p>	<ul style="list-style-type: none"> <li>• Effectively collaborate with team members to ensure that the Suicide Prevention and Education function is operating effectively and efficiently, while maintaining a harmonious team environment within Durri ACMS and Darrimba Maarra.</li> <li>• Ensure compliance with relevant WHS legislation and that any issues are identified and actioned in line with the policy.</li> <li>• Assists in creating a positive work environment that promotes cultural safety, productivity, mentoring, teamwork, and co-operation.</li> <li>• Recognizes accomplishments of team members and elicits and considers differing viewpoints when analysing issues.</li> <li>• Contributes to team knowledge about referral resources that are appropriate to clients needing/wanting access to Suicide Prevention and Education information and its referral pathways.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from colleagues</li> <li>• Feedback from clients</li> </ul>

<p><b>4. Compliance &amp; Quality Assurance</b></p>	<ul style="list-style-type: none"> <li>• Comply with all relevant legislation and regulatory standards.</li> <li>• Obtain and record accurate client histories and information to ensure compliance to all organisational policies, procedures and legislative requirements.</li> <li>• Ensure client and community confidentiality is maintained to build and maintain trust within key stakeholder groups.</li> <li>• Assists in creating a positive work environment that promotes cultural safety, productivity, mentoring, teamwork and co-operation.</li> <li>• Participate in quality improvement efforts, including maintenance of timely and accurate service data for input to information management systems, and cooperate in the analysis and review of case reports to identify achievements and areas for improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of Program KPI's and regulatory standards</li> <li>• Has read and signed off on Staff Policy and Procedure manual</li> <li>• Utilisation and reporting from Communicare</li> <li>• .</li> </ul>
<p><b>5. Work place Health and Safety</b></p>	<ul style="list-style-type: none"> <li>• Ensure, within capability, the health and safety of yourself and employees and any other persons in the work areas for which they are responsible</li> <li>• Compliance with WHS legislative requirements and site policies.</li> <li>• Maintain the Register of Contractors visiting the site and ensure</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement of Program KPI's and regulatory standards</li> </ul>

	<p>appropriate inductions have been completed with new contractors</p> <ul style="list-style-type: none"> <li>• Report all hazards, accidents or incidents which could result in injury to others or damage to property;</li> <li>• Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in compliance with the WHS or other legislation.</li> <li>• Be familiar with emergency and evacuation procedures and participate in regular training in safety procedures</li> </ul>	
<b>6. Reporting</b>	<ul style="list-style-type: none"> <li>• Provide statistical reports to meet organisational and statutory requirements as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Accuracy and timeliness of qualitative reports</li> <li>• Accuracy and timeliness of statistical reports</li> <li>• Use of Communicare</li> <li>• Attendance at meetings for Programs area and others as deemed relevant by the Programs Manager.</li> </ul>
<b>7. Policy and Procedures</b>	<ul style="list-style-type: none"> <li>• Assist in the development of and comply with policies and procedures to ensure that the mental program is demonstrating consistent practices nationally and is in line with strategic objectives.</li> <li>• Attend all mandatory training requirements and participate in staff performance reviews including updated First Aid Certificate and participation in Staff immunisation Program</li> </ul>	<ul style="list-style-type: none"> <li>• Provide consistent and high standards of compliance with policies and best practice</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Compliance with and understanding of EEO Legislation</li></ul> |  |
|--|--|--|

Key Challenges:	Person Specification:
<ul style="list-style-type: none"> <li>• Establishing, maintaining relationships with clients and partners of the program to ensure successful outcomes for the family.</li> <li>• Achieving Suicide Prevention and Education requirements within agreed deadlines</li> <li>• Participation with relation to having a holistic approach to Aboriginal health</li> <li>• Position will be based in Kempsey and/or Nambucca Heads with outreach being provided to the Macleay and/or Nambucca Valley at the discretion of the Programs Manager</li> <li>• The ability to travel at short notice and away from base may be required from time to time.</li> <li>• All persons appointed to positions within Durri ACMS's will be required to successfully complete national training courses as a work activity as deemed relevant by the Programs Manager.</li> </ul> <p>This may require engaging in training:</p> <ul style="list-style-type: none"> <li>➤ On-line learning</li> <li>➤ On-site training and a combination of learning formats</li> </ul>	<p><b>Qualifications &amp; Experience –</b></p> <p><b>Essential</b></p> <ol style="list-style-type: none"> <li>1. Aboriginal or Torres Strait Islander descent (<b><i>This is an identified position under Section 14D of the NSW Anti-Discrimination Act 1977</i></b>)</li> <li>2. Demonstrated experience with development of community programs</li> <li>3. Sound knowledge of community health, public health, and Aboriginal Health</li> <li>4. A thorough knowledge of and association with the local Aboriginal community</li> <li>5. Experience working with health service agencies, non-government organisation, schools, community groups and medical professionals at all levels</li> <li>6. Excellent networking, communication, and engagement skills, with the ability to effectively work with children and young people (aged 12 – 24 years).</li> <li>7. High level of written and verbal communication skills</li> <li>8. Demonstrated ability to work flexibly within tight time schedules and in accordance with variable workload demands</li> <li>9. Ability to use Microsoft products and the ability to use or willingness to gain proficiency in the Communicare patient information management system and ANKA</li> <li>10. Current First Aid Certificate, or ability to obtain</li> <li>11. Current immunisations or willingness to participate in staff immunisation program</li> <li>12. Ability to hold all relevant security clearances including National Police Check and Working with Children clearance</li> <li>13. Current valid driver's license, minimum of Class "C" or equivalent</li> </ol> <p><b>Core Competencies –</b></p>

1. Ability to build and maintain strong relationships with the local community.
2. Strong interpersonal skills, including the ability to demonstrate empathy when required.
3. Ability to build relationships with all levels of the organisation