


# Eastern Melbourne PHN Position Description

|                         |   |   |
|-------------------------|---|---|
| <b>Position</b>         | Program Co-ordinator Suicide Prevention Initiatives |  <p><b>phn</b><br/>EASTERN MELBOURNE<br/>An Australian Government Initiative</p> |
| <b>Business Area</b>    | Primary Care Services                               |   |
| <b>Reports to</b>       | Manager Severe and Enduring Mental Health           |   |
| <b>Location</b>         | Bundoora  |   |
| <b>Direct Reports</b>   | This position has 2 direct reports                  |   |
| <b>Version and Date</b> | V1: 14/02/2017                                      |   |

The EMPHN Board have endorsed the following principles which will guide the development and implementation of its business model:

EMPHN will:

- Build and use evidence to underpin innovation in models of care and reform in the health system which promote optimum health outcomes for the population
- Ensure equitable access by the communities within the catchment
- Strengthen primary care and facilitate coordination and integration between professional groups, care providers, education providers (specifically the tertiary sector and Universities) and researchers across the system
- Engage communities and patients in the design and evaluation of services
- Develop effective partnerships to reduce duplication and maximise expertise.

**Our Values:**

**Leadership** We champion innovation and embrace change which improves our work. We celebrate and build upon our achievements in improving health care.

**Understanding** We listen and respect all perspectives and seek evidence for a deep understanding of each other and our community.

**Collaboration** We enable those who touch the system to design the system through sharing knowledge, evidence, experience and expertise. We work together across teams for shared outcomes.

**Outcomes** We are accountable for ensuring value for money for our communities, stakeholders and funding bodies. We focus on high impact, equitable health care solutions that increase efficiency and reduce waste.

**Primary Purpose of the Position**

- To provide sector knowledge to inform the collective understanding of the current knowledge of Suicide Prevalence and service system responses in the EMPHN region.
- To identify further areas of need in the Eastern Melbourne PHN region that are not being appropriately or adequately serviced in the suicide prevention space.
- To assist the Manager Severe and Enduring Mental Health , and the EMPHN mental health team, to work

# Eastern Melbourne PHN Position Description

closely with agencies, practices and local services to meet the aims and objectives of the Suicide Prevention Initiatives.

- Work with Manager Severe and Enduring MH to ensure that the SPS programs are administered appropriately.

## Core Competencies/Key Selection Criteria

### Qualifications/Technical Expertise

- Relevant qualifications and/or demonstrated experience in community development.
- High level of demonstrated experience in community development practice and complex project coordination.
- Demonstrated experience in coordinating and implementing service redesign programs in the health and community sectors.
- Knowledge of state and federal health initiatives.
- High level report writing skills for the required audiences.
- Demonstrated experience working with health professionals within the health and community sectors.
- Experience in working with consumer and carer groups and lived experience stakeholders in complex.
- Experience in project support with relevant experience in working with health services.
- Knowledge of the crisis and emergency services sectors.
- Knowledge of the mental health service sector.

### Personal Qualities

- Well developed communication and interpersonal skills to work proactively with the executive, managers, and staff and community stakeholders.
- Experience at engaging wide varieties of stakeholders in co-practice utilising co-design principles.
- Previous positive examples of engaging those with lived experience and their families and friends in the development of projects and policies.
- Self-motivated with the ability to work independently and as part of a team to achieve organisational goals.
- Strong analytical problem solving skills with the ability to analyse issues and provide advice upon which decisions can be based.
- High level organisational and time management skills.
- Good relationship skills and a persona which models the organisation's ideals.

### Desirable Knowledge and Skills

- Experience in community development projects.
- Experience in suicide prevention work.
- Experience in event management support.
- Demonstrated experience working and engaging with Aboriginal communities and their organisations

## Key Accountabilities

- Coordinate the Place Based Suicide Prevention Initiatives (PBSP) in the EMPHN region.
- Work with Manager to design, develop, implement and evaluate PBSP activities.
- Work with Manager to ensure that PBSP initiatives are aligned with the DHHS and DoH project plans and relate to the other PHNS across Victoria.
- Work with EMPHN Mental Health Team to align PBSP initiative with the mental health stepped model

# Eastern Melbourne PHN Position Description

of care.

- Compile qualitative reports, as required by the DHHS/DoH reporting schedules.
- Oversee the activity of the PBSB project team member and provide support so they can fulfil their roles.
- Manage day to day aspects of contracts and escalate to Manager if difficulties arise.
- Contribute to reporting, budgeting and work plan development.
- Actively seek personal professional development through training and conference/event attendance and support team members and other stakeholders to engage in similar learning and development.

## **Expectations of All Staff**

All staff within the EMPHN are expected to:

- comply with EMPHN policies and procedures
- in particular comply with EMPHN policies and procedures in relation to privacy, patient records and patient and organisational confidentiality both while employed by the PHN, and at all times thereafter
- comply with all Work Health and Safety legislation and regulations
- comply with all other Commonwealth and State legislation relevant to the organisation
- work in a collaborative fashion with GPs, practice staff and stakeholders and internal stakeholders
- uphold and enhance the reputation of the EMPHN
- maintain the highest level of integrity in the conduct of EMPHN business