



Position Title	Community Liaison Officer		Position Number	SS-029
Work Group:	Social Support Unit			
Work Unit:	Social Support			
Reports To:	Health Programs Coordinator			
Supervisory:	No			
Award	Aboriginal & Torres Strait Islander Health Workers & Practitioners & Aboriginal Community Controlled Health Services Award 2020 (Cth) NES Fair Work Conditions Contract of Employment			
Position Term	Ongoing – 37.5 hours per week			
DATE:	11.10.2022	No of Pages	4	
REVIEW DATE:	11.10.2023	STATUS:	Draft/Active/Under Review	
ENDORSED BY: (Chief Executive Officer)		DATE OF ENDORSEMENT	/ /	

VISION STATEMENT

Bega Garnbirringu Health Services vision for the future is for a society in which Aboriginal and Torres Strait Islander people are not disadvantaged and share a quality of life with health standards and life expectancy equal to the non-Aboriginal and Torres Strait Islander community.

MISSION STATEMENT

Bega Garnbirringu Health Service's mission include the development and maintenance of a robust and diverse organisation that will provide sustainable, culturally appropriate and holistic health services to the Aboriginal and Torres Strait Islander people.

Bega Garnbirringu Health Service will address the social determinants of health and provide for clinical, educational and preventative health services and the development and retention of the skilled workforce necessary to achieve its mission.

ABOUT BEGA

Bega Garnbirringu Health Services (Bega) approaches health service delivery from a holistic perspective. This means that Bega seeks to close the gap in health outcomes for Aboriginal people through a multi-faceted approach that includes a high level of attention to the social determinants of health as well as clinical and primary health.

In order for this approach to be effective it is essential that all staff view their role through the eyes of the client and from a whole of organisation perspective. To this end it is essential that all employees be team oriented and prepared to work cooperatively in a multi-disciplinary environment. All employees must abide by their contract of employment and code of conduct and apply themselves to their duties with professionalism, integrity, ethical practice and with diligence.

The organisation has a strong commitment to the provision of services that are culturally appropriate and safe for Aboriginal clients.



PURPOSE OF THE POSITION

The Community Liaison Officer facilitate the delivery of suicide prevention education and interventions and to coordinate postvention efforts including providing support to Aboriginal & Torres Strait Islander people, families and communities throughout the Goldfields Region.

The Community Liaison Officer will support the implementation of the Goldfields Region Aboriginal and Torres Strait Islander suicide prevention plan. This position does not have any direct service functions to individuals.

KEY CLIENT AND STAKEHOLDER RELATIONSHIPS

External:

- Liaise with a variety of organisations and stakeholder representative groups with an interest in the health and wellbeing of ATSI people in the Goldfields region;
- Build and maintain strong professional relationships with regulatory and funding bodies with an interest in the health and wellbeing of ATSI people in the Goldfields region;
- Develop and maintain close liaisons, relationships and partnerships with ATSI Communities;

Internal:

- Maintains close working relationships with all BGHS employees.



RESPONSIBILITIES OF THIS POSITION

KEY RESULT AREA	POSITION RESPONSIBILITIES
Professional Services	<ul style="list-style-type: none"> ❖ Coordinate, deliver and facilitate the planning, development, implementation, education and evaluation of suicide prevention, intervention and postvention activities at a local, community and regional (Goldfields) level; ❖ Meet with community groups and other suicide prevention, health & wellbeing networks and introduce the CLO and the role in implementing the community endorsed WA Regional Plans; ❖ With the local governance group, update the Regional Plans 2021 with activities preferred by the local community; ❖ Deliver and facilitate training packages and or presentations for suicide prevention; ❖ Supports initiatives targeting suicide prevention, intervention and postvention conducted by key stakeholders; ❖ Partnership with relevant government and government agencies and community groups to facilitate the development and coordination of activities to address suicide prevention; ❖ Supports the implementation of planned and approved activities undertaken within the disciplines or project management disciplines and ensure they are delivered on time and within budget; ❖ Organise training events and activities as required; ❖ Participates in internal and external meetings and events as required; ❖ Liaises and work with relevant stakeholders to identify local needs and priorities; ❖ Develop appropriate partnerships to target suicide prevention, intervention and postvention at a local and community and regional level; ❖ Coordinate and support regular community meetings; ❖ Establish or connect with establish Local Regional Governance Group to provide direction, cultural guidance and authority to the CLO and the Aboriginal Community Controlled Organisation/s involved in the service delivery.
Reporting	<ul style="list-style-type: none"> ❖ Ensure all reporting is collected, submitted and meets KPI requirements for BGHS and relevant funding agreements; ❖ Assist and or/provide regular reports as directed; ❖ Ensure regular data is input into databased or other computer software/programs as required; ❖ Prepare reports in relation to the progress in developing and implementing activities; ❖ Collect participant satisfaction feedback, after each activity to collect and maintain data on the number of community activities held over a period, participants at each activity and direct contact enquiries for services to the CLO ❖ Provide progressive reporting to the Manager Social Support, Chief Operations Officer, Chief Executive Officer and Board of Directors, the local community, other forums. ❖ Any other reporting requirements in accordance with the program funding/contractual obligations.
Organisation and Administration	<ul style="list-style-type: none"> ❖ Plan and establish priorities to ensure effective use of time;



	<ul style="list-style-type: none">❖ As a member of a diverse team, demonstrate flexibility in supporting delivery of services as/when required;❖ Contribute to the ongoing development of internal policy and procedures;❖ Meet work standards, resolve workplace challenges and identify ways to improve work processes;❖ Record information and feedback from individuals, groups and the broader community;
Communication	<ul style="list-style-type: none">❖ Effectively communicate and maintain sound relationships with clients, stakeholders and all BGHS employee's;❖ Maintains confidentiality and demonstrate compliance with relevant Privacy Legislation;❖ Display respect, empathy and understanding with all employees, Board Members and other stakeholders;❖ Work collaboratively and cooperatively with team members to ensure quality outcomes;❖ Work collaboratively across organisation boundaries as required;
Education	<ul style="list-style-type: none">❖ Attends relevant training courses and professional development including mandatory training as required by Bega;❖ Participate in educational opportunities and commit to professional development (upskilling and training - including annual CLO refresher training);❖ Attends relevant conferences as per funding agreement.
Physical Environment and Safety	<ul style="list-style-type: none">❖ Report and document incidents and accidents in accordance with Bega policies and procedures;❖ Recognise potential hazards in the workplace and contribute to the development of strategies to remove or reduce the risk to an acceptable level;❖ Maintain a safe environment for all employees within Bega;❖ Adhere to correct fire safety procedures and attend fire drills as required;❖ Ensure compliance with with Occupational Safety and Health (OSH) policies and procedures as set by BGHS and as set out under the OSH Act 1984.



COMPETENCY PROFILE FOR THIS POSITION

Competencies are the specific knowledge, skills and attributes needed to successfully undertake this role. The profile is used for recruitment, performance review, planning, and training and development activities.

QUALIFICATIONS, SKILLS, EXPERIENCE AND KNOWLEDGE

ESSENTIAL:

- Hold qualification in community service, social work or relevant human services/mental health area and/or nationally accredited training in suicide prevention;
- Ability to facilitate the delivery of suicide prevention education and training;
- Highly developed interpersonal skills with demonstrated ability to consult, coordinate and liaise with a range of stakeholders;
- Demonstrated experience in successfully engaging with all people in a culturally competent manner;
- Ability to travel regularly throughout Goldfields Region;
- An understanding of issues affecting Aboriginal people and knowledge of suicide prevention strategies;
- Demonstrated ability to develop strong and productive partnerships with the Aboriginal and Torres Strait Islander Communities, Bega employees and liaise effectively with key stakeholders;
- Well-developed written and verbal communication skills;
- Demonstrated commitment to confidentiality and a high level of accuracy;
- Well-developed problem-solving skills and the ability to effectively determine priorities to ensure deadlines are met;
- Work effectively as a member of a team in an environment of competing priorities;
- Current Police Certificate (within 3 months); WA 'C' Class Drivers licence, Working with Children Check;
- Current CPR Certificate

DESIRABLE:

- Experience working within a project management framework;
- Possess Certificate IV Training & Assessment

Conditions of Appointment:

Provide Bega Garnbirringu Health Service with the following requirements prior to commencement of employment;

- Valid Working with Children Check (WA)
- National Criminal History Check Certificate (Police Clearance - valid within 3 months)
- Australian Government COVID-19 Digital Certificate or evidence (immunisation record) of full COVID-19 Digital vaccination including Booster vaccination as per the booster vaccination (restrictions on access) directions.

EMPLOYEE

I (Full Name) _____ have sighted and accept this duty statement and acknowledge the expectations that will be held of me in relation to my role at Bega.

SIGNATURE _____

DATE _____

