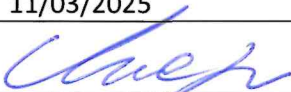


Job Description Form Network Coordinator SEWB-13



**Bega
Garnbirringu**
HEALTH SERVICE

Sickness gets better.

Position Title	Network Coordinator		Position Number	SEWB-13
Work Group:	SEWB – Culture Care Connect			
Work Unit:	Social Emotional Wellbeing			
Reports To:	Manager SEWB			
Supervisory:	Yes			
Award	<ul style="list-style-type: none"> • Aboriginal & Torres Strait Islander Health Workers & Practitioners & Aboriginal Community Controlled Health Services Award 2020 (Cth) • NES Fair Work Conditions • Nurses Award 2020 • Medical Practitioners Award 			
Position Term	Ongoing – 37.5 hours per week			
DATE:	07/03/2024	No of Pages	6	
REVIEW DATE:	11/03/2025	STATUS:	Active	
ENDORSED BY: (Chief Executive Officer)		DATE OF ENDORSEMENT	11 / 03 / 2024	

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

Network Coordinator

JDF (SEWB – 13)

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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 Culture Care Connect Network Coordinator will develop and coordinate suicide prevention activities at a local level and play a key role in the development of the program, inclusive of program delivery and outcomes. The role will be supported by the BGHS Social & Emotional Well Being Team.

The Culture Care Connect Network Coordinator is responsible for overseeing the program and undertaking service and funding mapping for the network area. They will be working with community, Aboriginal, and mainstream service providers to understand local needs, service gaps, locally available services and barriers to access.

The coordinator will be responsible for establishing appropriate clinical and cultural governance (to be outlined in the Network Suicide Prevention Plan) and supporting delivery of suicide prevention and postvention activity as outlined in the localised plan.



RESPONSIBILITIES OF THIS POSITION

KEY RESULT AREA	POSITION RESPONSIBILITIES
Professional Services	<ul style="list-style-type: none"> ❖ Support the local Aboriginal and Torres Strait Islander Communities to improve access to culturally safe and appropriate suicide prevention services. ❖ Map and identify the local context, including risk factors, including for high priority populations; i.e mental health, suicide prevention and social and emotional wellbeing services available, including Aboriginal and Torres Strait Islander-led, and whole-of population services including barriers to accessing these services. i.e existing local/regional suicide prevention strategies and/or policies, existing funding arrangements, and future funding opportunities for Aboriginal and Torres Strait Islander-led suicide prevention activity in their region ❖ Coordinate the co-design and development of a Network Suicide Prevention Plan, in partnership with community ie support services within the network region to address barriers to access, where appropriate. ❖ Advocate for funding from a wide range of sources to enhance suicide prevention services and build network capacity ie. participate in relevant Communities of Practice, established to support ACCHOs in undertaking service activities, and facilitate sharing of best practice and expertise. ❖ Develop suicide prevention communications and publication resources.
Reporting	<ul style="list-style-type: none"> ❖ Undertake reporting on CCSPN activities in line with Service Agreement requirements. ❖ 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;
Organisation and Administration	<ul style="list-style-type: none"> ❖ Participate in evaluation and monitoring activities, as described in NACCHO's Monitoring and Evaluation Framework, including ensuring appropriate data collection ❖ Plan and establish priorities to ensure effective use of time; ❖ Contribute to the ongoing development of internal policy and procedures; ❖ Attend and participate in staff meetings and complete staff surveys on request; ❖ Apply the cultural framework and adhere to community specific protocols in all aspects of work with Bega. ❖ Apply strict confidentiality practices and guidelines to all patient, client, personal and commercially sensitive information.
Communication	<ul style="list-style-type: none"> ❖ Facilitate quarterly network meetings to support network activities



	<ul style="list-style-type: none"> ❖ Establish a suicide prevention network, comprising key stakeholders, Community leaders, Aboriginal and Torres Strait Islander-led and whole-of-population suicide prevention services, other community organisations ❖ Build and maintain strong relationships with key sector stakeholders, including service providers and key referral pathways for suicide prevention. ❖ 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; ❖ 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.

ESSENTIAL:

- Proven project management skills including program implementation.
- Coordinator and supervisory experience no less than two years
- Good level of oral and written communication skills.
- Sound skills in conceptual, analytical thinking and problem solving, with the ability to apply initiative and make informed judgements in the proactive management of complex situations, service delivery and performance.
- Experience in the establishment and coordination of a professional and/or community networks.
- Experience working with Aboriginal and Torres Strait Islander people, families, and communities.
- Awareness of and sensitivity to Aboriginal culture and history, knowledge of current issues affecting the lives of Aboriginal people and a willingness to incorporate Aboriginal values into clinical practice.
- Highly developed self-awareness, resilience, personal drive, and professionalism with a proven ability to deal with uncertainty and build organisational capability.
- Current Class driver's licence.
- Current Working With Children Check.
- National Police History (within 3 months).
- Ability to work outside normal office hours.
- Ability to travel and stay overnight/s.

DESIRABLE:

- Qualifications in Management/Health Service Management and/or Public Health.
- Experience with research design, data analysis, and monitoring and evaluation.

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SEWB-13**



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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)

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** _____