



Position Description

Position Title	Community Engagement Officer – Suicide Prevention
Department	Organisation and Community Development
Program	Suicide Prevention
Location	State-wide
Classification	Level 4

About Relationships Australia Tasmania

Relationships Australia Tasmania (RA Tas) is a leading provider of relationship support services. We're here to help people and communities thrive by supporting people to create positive connections.

Our Values

At Relationships Australia Tasmania we believe that we should be:

- Willing to Serve
- In it Together
- People Matter
- Looking Forward

Position Summary

RA Tas' Suicide Prevention Team delivers a range of initiatives as part of the Tasmanian Suicide Prevention Strategy 2023–2027. These include supporting communities to create Community Action Plans (CAP) to prevent suicide in their community, managing the state-wide Tasmanian Suicide Prevention Community Network (TSPCN), and delivering the annual Tasmanian Suicide Prevention Life Awards and Suicide Prevention Forum.

The Community Engagement Officer – Suicide Prevention, in consultation with the Manager – Organisation and Community Development and Coordinator Suicide Prevention Program, is responsible for:

- Connecting with and building local networks to introduce the CAP program and providing referrals to other community-based suicide prevention activities.
- Re-engage with communities where there has been an identified interest in the CAP program and support readiness building toward CAP completion.
- CAP stage 1 (outreach) followed by referral to Suicide Prevention Officers to progress CAP development and progression to stage 2 (initial meeting) through to endorsement.



Key Areas of Responsibility

- Work collaboratively with the community to facilitate, initiate and support the planning, development and implementation of suicide prevention activities at a local and tribal level.
- Work collaboratively with the Manager to ensure that local suicide prevention initiatives are consistent with the Tasmanian Suicide Prevention Strategy 2023-2027.
- Work collaboratively with the Manager to ensure that all administration and reporting requirements for the position are met and prepare reports as required.
- Develop and maintain relationships with key stakeholders and increase community engagement in Tasmanian Suicide Prevention activities, including the CAP program.
- Engage with communities to develop strong, integrated community networks to inform, plan and implement suicide prevention activities.
- Support the Suicide Prevention team to host the annual Tasmanian Life Awards and Suicide Prevention forum
- Represent RA Tas at meetings/events as required
- Any other duties as required and within the general scope of responsibilities of this position

Position Relationships

Supervisor	Manager, Organisation and Community Development
Direct Report(s)	Nil
Other(s)	RA Tas staff, clients, external stakeholders, Mental Health, Alcohol and Drug Directorate and TSPCN

Extent of Authority

The Community Engagement Officer – Suicide Prevention may establish priorities and monitor workflow in their area of responsibility.

Organisational Responsibilities

- Demonstrate professional workplace behaviours at all times in accordance with the organisation's Code of Conduct and Code of Ethics and adhere to all organisational policies, procedures, standards, practices and RA Tas values
- Assist RA Tas to create and maintain a safe and healthy work environment by working safely and adhering to all RA Tas Policy, procedures, standards and practices
- As an employee of RA Tas you are required to promote a workplace environment that supports the rights of all employees to live free from violence and adhere to the RA Tas Family Violence Support Policy at all times
- Our organisation is a Child Safe organisation and takes child protection seriously. As an employee of RA Tas, you are required to meet the behaviour standards outlined in our Practice and Behaviour Guidelines
- Our organisation is committed to providing a welcoming and safe environment and to delivering culturally safe services for Australia's First Nation peoples. You are required to behave in a manner that is respectful, culturally appropriate and welcoming for all First Nations peoples.



- Our services are for everyone, regardless of race, social status, sexual orientation, gender identity or intersex status.
- Actively participate in regular Supervision sessions in accordance with the RA Tas Supervision Model and positively engage in continued professional development activities

Selection Criteria

Essential Requirements (Skills, knowledge, experience, qualification(s) and/or training)

1. Tertiary qualifications in community development, health promotion, public health or a related field.
2. Demonstrated experience in community development, community consultation and stakeholder engagement
3. Demonstrated ability in project management
4. Strong written and verbal communication skills
5. Understanding of suicide prevention and intervention initiatives
6. Ability to work independently and as part of a team, and the ability to respond to direction and the capacity to be self-directed
7. Ability to work within and positively advance the mission and values of Relationships Australia Tasmania
8. Current drivers licence

Desirable Attributes

1. Mental Health First Aid Certificate

Special Requirements

- Appointment to this position will be subject to:
 - a current and satisfactory National Police Check and as applicable an International Police Check
 - a current EMPLOYEE Working with Vulnerable People registration for Child Related Activity
- Some intrastate travel may be required in the position

Working Conditions

- Some out of hours work will be required in order to satisfy operational requirements
- The position may involve working with people with challenging behaviours

Approval

Mel Harback

COO

September 2024