

## Position Description

### Ko te Whakaatūraka o te mahi



Our Vision - Tō Mātou Matawhānui

**Better health and wellbeing for the Southern community.**

Our Values - Tō Mātou Uara

**Manaakitanga – Kind / Pono – Open / Whaiwhakaaro – Positive / Whanaungatanga - Community**

#### **Position - Te ikoa o te tūraka**

Suicide Prevention / Postvention Co-ordinator

#### **Location - wahi**

Primary Location - Dunedin

#### **FTE- ōrite te rahi**

1.0 FTE

#### **Overview – tirohaka**

WellSouth Primary Health Network (PHO) has responsibility for the provision of primary health services to approximately 300,000 enrolled patients in Otago and Southland, and contracts with Southern DHB and a number of other health funders. WellSouth is constituted as a charitable trust with a Board of 10 Trustees.

WellSouth works with health care clinicians, health care providers, Iwi and local communities to:

- Coordinate the delivery of regionally consistent high value primary care health services care across Otago and Southland that deliver real benefits to patients and the community through a range of evidence based and clinically proven health programmes.
- Improve access to primary health care for the community.
- Encourage people to take responsibility for their own health.
- Provide education and development for practice staff

#### **Southern Primary and Community Care Strategy**

The overarching vision is for better health, better lives, Whānau Ora. The vision for primary and community care is excellent primary and community care that empowers people in our diverse communities to live well, stay well, get well and die well, through integrated ways of working, rapid learning and effective use of technology.

Success will mean our population has equitable access to primary and community care and specialist support when needed. Our consumers, whanau and communities know how to live well, and are actively participating in caring for themselves and others.

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### POSITION PURPOSE Ko te aroka o te tūraka

The primary purpose of this role is to support the Southern Region to have a targeted focus on suicide prevention and postvention through:

- Leading, co-ordinating and facilitating in conjunction with the DHB suicide prevention and postvention initiatives and activities as per the Southern DHB plan.
- Co-ordinating the regions suicide postvention response and activity in conjunction other key agencies.

### RELATIONSHIPS - Kā whakawhānaukataka

#### Reports to - Ka taokohaka

Primary Mental Health Services Manager

#### Responsible for - Te Takohaka mō

This position has no direct reports.

#### Internal - kei roto

Primary Mental Health Services Team  
WellSouth Clinical Programme Teams  
Information Technology  
WellSouth Team Members

#### External - kei waho

Primary Care Practices and PHO's  
GPs and Practice Nurses  
Community Providers  
Suicide Prevention Coordinators Network  
Community Suicide Postvention Groups  
MOH, regional and community agencies, groups and organisations.  
Maori Health Organisations  
Pacific Island Organisations  
Education Institutes  
Police  
Corrections  
NGOs  
Consumers  
Rural Hospitals & Rural Providers  
ACC  
St John Ambulance

### Treaty of Waitangi – ko Te Tiriti o Waitangi

WellSouth is committed to its obligations under the Treaty of Waitangi. As an employee you are required to give effect to the principles of the Treaty of Waitangi - Partnership, Participation and Protection.

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### Health and Safety – whakaiti aituā

WellSouth is committed to achieving the highest level of health and safety for its staff. All employees are expected to take initiative and identify, report and resolve issues that may cause harm to themselves or others in the organization. As an employee of WellSouth, the health and safety of clients and colleagues, as well as your own, are your responsibility. You are expected to work safely at all times, and to actively participate in health and safety programs in your area. It is expected that you will report all accidents or potential hazards to your manager.

### KEY TASKS and ACCOUNTABILITIES Kā mahi kai parāoa, kā hakahaka

<b>Relationship Management</b>	<ul style="list-style-type: none"><li>• Establishes, maintains and enhances appropriate professional relationships with key stakeholders, including a strong relationship with other suicide prevention coordinators and the Ministry of Health</li><li>• Strengthens relationships and structures to support collaboration across local agencies involved in suicide prevention.</li><li>• Engages and develops relationships with local Māori iwi and hāpu, inclusive of DHB kaumātua and kuia</li><li>• Engages with leaders and members of 'at-risk' communities (eg, rural communities, the Rainbow community, bereaved-by-suicide support groups)</li></ul>
<b>Southern DHB Suicide Prevention Plan</b>	<ul style="list-style-type: none"><li>• Co-designs a suicide prevention and postvention action plan with key stakeholders</li><li>• Coordinates activities set out in the approved plan</li><li>• Undertakes a needs analysis of the DHB service coverage area</li><li>• Maintains awareness of emerging issues in suicide prevention</li><li>• Provides advice based on safe best practice for suicide prevention, postvention and intervention projects and programme planning to internal and external key stakeholders</li><li>• Receives Coronial Suspected Suicide Data Sharing Service information and coordinate postvention responses</li><li>• Meets ongoing reporting requirements to internal and external stakeholders, including DHB and the Ministry of Health</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>• All communication shall be in accordance with WellSouth communications policy.</li><li>• Effective linkages and working relationships are established and maintained with key stakeholders</li></ul>

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	<p>and organisations both internal and external to WellSouth.</p> <ul style="list-style-type: none"><li>• Provides a two-way conduit for disseminating national policy and guidance on suicide prevention to local areas and communicating with government about emerging local issues</li><li>• Communicates the suicide prevention plan to relevant stakeholders</li><li>• Supports responsible reporting of suicide within media forums using consistent and safe messaging</li><li>• Manages information securely within the provisions of the Privacy Act 1993 and the Health Information Privacy Code 1994</li></ul>
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<b>Team Work</b>	<p><b>DRAFT</b></p> <ul style="list-style-type: none"><li>• Engages with a wide range of stakeholders, developing strong working relationships to enable the sharing of information, collaborative working across services and systems and the progression of activities and deliverables to enhance and promote suicide prevention</li><li>• Contributes fully to building and maintaining team/programme activities.</li><li>• Consults with and shares information with team/programme members to ensure quality and build competency.</li><li>• Participates in the orientation and mentoring of new staff.</li><li>• Actively participates in internal team/programme meetings as agreed on by the manager and professional director.</li><li>• Project development includes appropriate evaluation methods (formative, process and/or impact).</li><li>• Uses and considers the impacts and effects of the wider social determinants of health on projects and programmes delivered.</li></ul>
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<b>Professional Development:</b>	<ul style="list-style-type: none"><li>• Continuously works from an evidence-based approach, using professional development provisions</li><li>• Pursues opportunities to develop new knowledge and skills.</li><li>• Presents a professional image and is a positive role model.</li></ul>
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	<ul style="list-style-type: none"><li>• Constructively prepares for and participates in the performance appraisal process, maintaining an ongoing evidence base of performance.</li><li>• Identifies professional developments needs and in conjunction with the Manager/Professional Leader agree on a plan to address gaps.</li></ul>
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### PERSON SPECIFICATION Kā Pumanawa tāhau

#### Professional Experience – Kā tautōhito

- Awareness and understanding of the implications of the Treaty of Waitangi to WellSouth as a public health organisation

#### Qualifications

- Relevant tertiary degree in health, allied health or social services, accompanied by relevant experience.
- Community development qualification and / or experience

#### Business/Technical Skills – kā pukena

- Demonstrate knowledge and experience translating strategic policy into local implementation, Experience in evaluation and policy analysis
- Understanding of the complex and dynamic health environment, including the different drivers and perspectives of stakeholders.
- Understanding and awareness of the structure of mental health and addiction services
- Expertise in data management and using IT database systems

#### Essential- kia waiwai

- Proven experience and knowledge regarding suicide determinants, as well as prevention, intervention and postvention strategies. Understanding and experience of quality processes within a health setting.
- Ability to be emphatic while delivering effective and appropriate service.
- Risk Management, problem solving and negotiation skills.
- Project management and implementation skills.
- Ability to work independently and as an effective team member
- Excellent ability to organise, plan and prioritise work
- Experience in the health and/or social services sector.
- Experience and ability to engage with clinical staff, families/whanau and external community agencies.
- Experience working with tangata whenua and local iwi

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- Experience working with diverse groups

### Desirable- kia uara

- Project management qualification and/or experience is desirable
- Public Health qualification and/or experience is desirable

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### AUTHORITIES kā mana

The position has the delegated authorities set out as per the Delegations policy. This policy may be amended from time to time.

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