
Position:	Live4Life Coordinator
Reports To:	Director of Primary and Preventative Health
Award:	Health and Allied Services, Managers and Administrative Workers
Minimum Qualifications:	Degree or Diploma in Youth, Social or Community Development or engagement, stakeholder management or communications. Public health experience and/or experience in community or youth development within the Southern Grampians region will be highly regarded.

ORGANISATIONAL MISSION, VISION AND VALUES:

Our Mission

To support our community's physical, mental and social wellbeing by:

- Providing high quality and innovative services;
- Building enduring partnerships; and
- Delivering customer service excellence.

Our Vision

Creating healthier communities

Our Values

Integrity

- We will be open and honest and will do the right thing for the right reason.

Innovation

- We will be an industry leader by breaking new ground and improving the way things are done.

Collaboration

- We will actively work together in teams and partnerships.

Accountability

- We will take personal responsibility for our decisions and actions.

Respect

- We will value all peoples' opinions and contributions.

Empathy

We will endeavour to understand other peoples' feelings and perspectives.

PRIMARY OBJECTIVES:

Live4Life is a community grown, evidence-based, rural youth mental health education model. Its aim is to prevent youth suicide.

The Live4Life model provides the means for young people, teachers, parents and the wider community to be better informed about mental ill health and how to be proactive in identifying the signs and symptoms of an emerging mental health issue before a crisis occurs.

The Live4Life model has four essential components that have been designed, implemented and independently evaluated since 2010. The four components are:

1. Coordination, support and mentoring by Youth Live4Life Staff
2. School and Community Partnership Group to oversee implementation
3. Evidence based mental health education
4. Youth leadership and participation in the Crew

The combined delivery of these four components is the key to its success and sustainability. All elements are adaptable to the size and capacity of a local rural community.

Guiding values and principles

Youth Live4Life Ltd. operates with the following values and principals.

Values

1. **Inclusion:** Live4Life is based on the premise of inclusion rather than exclusion. Partners who wish to participate and assist with Live4Life are encouraged.
2. **Integrity:** Live4Life aspires to ensure the conduct of all partners and participants is honest, reliable and authentic.
3. **Collaboration:** Live4Life encourages and supports all partners to achieve collective goals.
4. **Respect:** Live4Life only operates within a respectful and trustworthy environment. We embrace unconditional positive regard for all young people.

Principles

1. **Community and Youth Participation:** We value community development principles of inclusion, equity, anti-discrimination, self-determination, partnership and empowerment. Live4Life works in a multilayered partnership between schools, the local community, its services and young people and draws on local expertise and knowledge.
2. **Local Strength:** We build capacity by supporting and embracing the strengths of each partner organisation. We embrace challenges and focus on solutions.
3. **Evidence-based Education:** We continue to seek, learn and disseminate quality evidence-based education support and resources relevant to local needs.
4. **Reflection:** We evaluate, learn and adapt. We continue to improve the Live4Life model.

Organisational relationships

The position reports to the Live4Life Southern Grampians School and Community Partnership Group and will have key relationships with the Youth Live4Life Ltd. Community Engagement Coordinator, Western District Health Service (Live4Life Southern Grampians lead agency) schools, multiple stakeholders and communities.

Overview of position

The position supports the delivery of all core components of the Live4Life model. This role provides backbone support to the Live4Life Southern Grampians School and Community Partnership Group, works with Youth Live4Life staff, coordinates with schools and, if applicable, delivers teen and Youth Mental Health First Aid. The position plays an essential role in the delivery of the model and seeking sustainability for the on-going delivery.

Accountability and Extent of Authority

The Officer is accountable:

- To the Executive Advisory Group for meeting performance objectives that have been established in the agreed work plan
- For ensuring that all work is carried out to a high standard and within the required time frames
- For the positive promotion of Live4Life Southern Grampians to community groups and organisations

The officer has the freedom to act on all day to day matters within their area of expertise and responsibility in accordance with the directions of the Executive Advisory Group.

The Executive Advisory Group consists of Youth Live4Life Community Engagement Coordinator, WDHS Director of Primary and Preventative Health and the Live4Life Southern Grampians School and Community Partnership Group.

Judgement and decision making

The Officer shall operate within the scope of priorities as determined and agreed with the Executive Advisory group.

The project officer must be committed to the vision and goals of Live4Life Southern Grampians.

DUTIES AND RESPONSIBILITIES:

The duties and responsibilities may be modified from time to time to ensure that the desired outcomes are in accordance with the successful delivery of the Live4Life model. Without limiting the above, the key responsibilities and the performance standards of the Coordinator will include:

- Developing a thorough understanding and awareness of all four components of the Live4Life model and the annual deliverables within program implementation. Providing oversight and support to the Partnership Group ensure these components are being delivered.
- Develop and maintain strong relationships with all partner organisations involved with Live4Life Southern Grampians, including fostering relationships with new partner organisations.
- Coordinate and support the delivery of Teen and Youth Mental Health First Aid locally within all local secondary schools and within the community.
- Seek funding and partnerships to support implementation (this will include grant writing and acquitting).
- Work with Youth Live4Life and the Partnership Group to develop a road map for sustainability.
- Lead, collaborate and support any evaluation activities undertaken within Live4Life Southern Grampians. Including the completion of the annual report and impact data collection.
- Coordinate communications activities in collaboration with relevant partnership group members and organisations.
- Work with the Partnership group on advocating for the Live4Life model and improved youth mental health for the Southern Grampians community.
- Provide administrative support to the Partnership Group.
Represent WDHS and the Partnership Group on youth networks and forums and report back to relevant departments, providers and networks as appropriate.
- Keep young people safe and adhere to Child Safe Standards policies and practice guidelines; and ensure all risks are identified, assessed and reported.

WDHS may direct the Coordinator to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skill base. The position will require the achievement of performance standards and indicators determined on an annual basis and subject to ongoing review.

Other Requirements

- Current police check is required for this role
- Current working with children check is required for this role
- Current driver's licence is required for this role
- Some afterhours work may be required in this position
- NDIS Worker Screening Check

Experience in working with or supporting young people, media, marketing or partnership brokerage

Understanding of diversity, disadvantage and current issues affecting young people

Understanding of mental health and suicide prevention theory

Understanding of the education system

Project management and budgeting skills

Occupational Health and Safety Responsibilities

All Western District Health Service employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure. Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees have a responsibility to comply with all relevant WDHS OH&S management system Policies, Procedures and programs. This includes the WDHS Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries "near misses", safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Don't wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

INHERENT PHYSICAL REQUIREMENTS:

Western District Health Service has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others. The role may require the following tasks among other things:

<u>1 Nursing / Patient Care Role</u> <ul style="list-style-type: none"> ▪ manual handling (pushing, pulling equipment) ▪ general patient handling and clinical nursing duties ▪ sitting, standing, bending, reaching, holding ▪ pushing pulling trolleys and equipment ▪ general clerical, administration work, computer work ▪ use of personal protective equipment and handling ▪ handling general and infectious waste, ▪ shift work in most roles 	<u>2. Maintenance / Hotel Services Staff Role</u> <ul style="list-style-type: none"> ▪ generic maintenance work, working at heights ▪ generic out door work / pushing, pulling trolleys ▪ sitting, standing, bending, reaching, holding ▪ computer work ▪ general clerical, computer and some admin work ▪ use of personal protective equipment and handling ▪ handling general and or infectious waste, ▪ shift work in some roles 	<u>3 Clerical / Administration Role</u> <ul style="list-style-type: none"> ▪ sitting, standing, bending, reaching, holding ▪ computer work, data entry ▪ general clerical at varying levels , ▪ use of personal protective equipment ▪ handling general waste ▪ pushing and pulling trolleys / filing, ▪ shift work in some roles
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Note to all employees

- You must work within the policies, procedures and guidelines of WDHS
- You must participate in the WDHS integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
- You must ensure that the affairs of WDHS, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of WDHS.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- A Performance Review will occur within three (3) months of commencement, then annually taking account of the key roles and responsibilities outlined in this Position Description. In addition to reviewing performance (individual and work team), the annual meeting provides an opportunity to ensure role clarity, revise key performance activities/measure and set development objectives and goals for the year ahead.

APPROVALS	Name	Signature	Date
Divisional Head:	Mac McInnes		28.07.22
Department Head:			
Employee:			

Position code: <i>People & Culture Department use only</i>	
Date revised: <i>People & Culture Department use only</i>	

When revised please forward electronic copy to:
People & Culture Department [email: people.culture@wdhs.net](mailto:people.culture@wdhs.net)