

# Position Description

<b>Position title</b>	Service Coordinator – Mental Health Suicide Prevention and Alcohol and Drugs
<b>Status</b>	Full time fixed term
<b>Location</b>	Eight Mile Plains
<b>ABOUT PRIMARY HEALTH NETWORKS (PHNS) AND BRISBANE SOUTH PHN</b>	
<p>Brisbane South PHN puts people at the heart of health care. We specialise in person-centred, place-based health system reform that delivers meaningful change and sustainable results. We are partnering to build a health and wellbeing system in which every person in the Brisbane south region, especially those with the greatest need, is supported to live well and experiences care that is connected, high quality and easy to access – our vision is ‘the best possible health and wellbeing for every person in the Brisbane south region’.</p> <p>In addition, our values - Courage, Integrity, Purpose, Respect, Synergy - shape the way we work with our stakeholders and with each other.</p> <p>Our purpose in partnering to build a health and wellbeing system in which every person in the Brisbane south region, especially those with the greatest need, is supported to live well and experiences care that is connected, high quality and easy to access.</p> <p><b>Brisbane South PHN supports the primary health sector in a number of ways.</b></p> <ul style="list-style-type: none"> <li>• Through careful analysis, consultation and planning, we help to identify and address health needs and service gaps.</li> <li>• We share knowledge and information with and throughout our network.</li> <li>• We work directly with general practitioners, allied health professionals and health care organisations.</li> <li>• Our services include sharing of information, digital solutions and workforce education and training, so health service providers can be better placed to deliver care to patients, keeping them healthy and out of hospital.</li> <li>• Through our partners and contracted providers we commission the delivery of services for our region’s most vulnerable people, including those in need of mental health, drug and alcohol and other support services</li> </ul>	
<b>POSITION OBJECTIVE</b>	
<p>The objectives of this position are to:</p> <ol style="list-style-type: none"> <li>1. Provide coordination of Mental Health, Suicide Prevention &amp; Alcohol and Drugs (MHSPAOD) commissioned program services and initiatives in collaboration with a range of regional community organisations.</li> <li>2. Facilitate and manage strong, productive contractual relationships with commissioned service providers to ensure optimal delivery of program outcomes for the community.</li> <li>3. Ensure activities focus on the achievement of program goals and contribute to the realisation of the Brisbane South PHN strategic goals and vision.</li> </ol>	
<b>Accountability</b>	This position reports to the Program Manager MHSPAOD
<b>Direct reports</b>	Nil
<b>Budget</b>	Nil
<b>Delegated Authority</b>	As per approved Brisbane South PHN delegations

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KEY RESPONSIBILITIES	
<ul style="list-style-type: none"> <li>• Provide coordination of the Mental Health, Suicide Prevention &amp; Alcohol and Drug Programs, ensuring effective use of resources to achieve objectives within agreed timeframes and budgets.</li> <li>• Contribute to co-design and procurement of services for the program in line with the Brisbane South PHN Commissioning Framework.</li> <li>• Develop and maintain strong relationships with service providers, managing the contractual relationship to achieve positive community outcomes.</li> <li>• Work with all stakeholders to ensure the commissioned services and initiatives are integrated, meet high priority populations health needs and result in better outcomes for consumers.</li> <li>• Lead and/or contribute to, the creation and development of regional mechanisms for planning and service integration.</li> <li>• In collaboration with Brisbane South PHN staff and other stakeholders develop new models of primary health care that are integrated, flexible and work across the continuum of care in our communities.</li> <li>• Actively participate in and inform monitoring and evaluation of programs and activities.</li> <li>• Support and progress strong linkages with PHNs and relevant national organisations in other states and territories as well as other local services.</li> <li>• Represent the organisation on relevant committees, advisory groups, and events as they relate to the role and organisational objectives.</li> <li>• Comply with reporting requirements by collecting, collating and communicating all relevant data to the appropriate internal and external stakeholders.</li> </ul>	
CAPABILITIES AND COMPETENCIES	
<p>Brisbane South PHN has a Capability and Competency Framework aligned to the Strategic Framework, Vision, Purpose and Values. The expected capabilities, competencies and success behaviours for this position are described in the Framework in the role group: <b>Team Leader, Senior Officer, Coordinator.</b></p>	
SKILLS, EXPERIENCE AND QUALIFICATIONS	
<ul style="list-style-type: none"> <li>• Relevant tertiary qualifications and experience</li> <li>• Strong understanding and demonstrated experience in government policy and initiatives for the Mental Health, suicide prevention and Alcohol &amp; Other Drugs program and community sector.</li> <li>• An understanding of service delivery, engagement and collaboration within the mental health, community sector, Alcohol and drugs sector would be highly desirable.</li> <li>• Proven experience in service design and planning, implementation and monitoring, including managing complex projects with a diverse range of stakeholders.</li> <li>• Demonstrated ability to manage complex and numerous tasks to meet deadlines in a high demand work environment using well developed project management skills.</li> <li>• Significant experience in effective stakeholder engagement and relationship development with service sector partners.</li> <li>• Highly developed facilitation, interpersonal, communication and negotiation/influencing skills and the capacity to build and maintain relationships with a variety of stakeholders.</li> <li>• Demonstrated understanding of contemporary evidence-based approaches to mental health, suicide prevention, and integrated care, including concepts of change management and service co-design</li> <li>• Knowledge and understanding of person-centred care and the emerging role of consumers in the planning, design, delivery and evaluation of health services.</li> <li>• Current driver's licence</li> <li>• National Police Check</li> </ul> <p>To comply with the <i>Workers in a healthcare setting (COVID-19 Vaccination Requirements) Direction, Public Health Act (2005) Qld</i>, it is a mandatory requirement that all Brisbane South PHN employees have had the prescribed number of COVID-19 vaccination doses before they can commence employment.</p>	
<b>Manager's Signature</b>	<b>Date</b>
<b>Manager's Name</b>	
<b>Employee's Signature</b>	<b>Date</b>
<b>Employee's Name</b>	