

POSITION DESCRIPTION:

Suicide Bereavement Support Coordinator

PURPOSE

- To develop, support and participate in the delivery of postvention services in the Western Bay of Plenty.

REPORTS TO: Service Manager / Senior Counsellor

DIRECT REPORTS: None

KEY TASKS & RESPONSIBILITIES

1. DEVELOP POSTVENTION SERVICES DELIVERED BY GRIEF SUPPORT SERVICES (GSS)

- Develop and maintain relationships with DHB Suicide Prevention/Postvention Co-ordinator; organisations, workplaces, hauora and iwi who refer clients bereaved by suicide to GSS.
- Develop and maintain relationships with Māori providers to support their capacity to deliver postvention services within their communities.
- Set up and support facilitated consumer led support groups within the region.
- Develop and support a network of lived experience support workers to be available to clients of GSS who have suffered loss to suicide.
- Develop training programmes for leaders of support groups and for individual peer supporters and deliver this training.
- Arrange or provide supervision to group leaders and peer supporters in consultation with the Service Manager.
- Co-facilitate the WAVES support and education 8-week group.
- Organise the delivery of two workshops per year aimed at developing knowledge in our community about supporting people affected by suicidal loss or suicidal behaviour. One training for professionals and one for non-professionals.
- Ensure outcome and satisfaction surveys are completed by participants of these new postvention services.
- Participate in organising the annual Memorial Service.
- Provide counselling to clients of Grief Support Services.
- Attend to the administration required to support this work.

2. SUPPORTING YOUR PRACTICE

- Keep up to date documentation of tasks undertaken and provide a monthly report to the Service Manager.
- Provide opportunities for, and be responsive to, feedback.
- Undertake regular clinical supervision and professional development as identified and agreed upon with the Service Manager.
- Keep informed of current trends and developments in relevant fields of practice.
- Attend and participate in Team meetings

3. STANDARDS OF PRACTICE

- (a) Ensure all relationships are handled in a professional and respectful manner
- (b) Effective communications systems and relationships operate within the organisation.
- (c) Work within the parameters of the Grief Support Services Constitution, policies and procedures.
- (d) Be familiar with the BOPDHB Suicide Prevention/Postvention plan and Every Life Matters – He Tapu te Oranga o ia tangata.
- (e) Alignment to the NZAC Code of Ethics.
- (f) Relevant statutory requirements are adhered to.

PERSON SPECIFICATION

| Essential | Highly Desirable |
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| Knowledge and experience | |
| Trauma informed, culturally responsive counselling / professional practice. | |
| Confidence in establishing and maintaining professional relationships. | Has knowledge of resources available in the community. |
| Has proven ability to develop meaningful working relationships with kaupapa Māori organisations. | Has proven experience of recently/currently working with whānau Māori and local Māori communities |
| Understanding of, and commitment to, Te Tiriti O Waitangi. | |
| Sound theoretical knowledge. | Experience working with clients impacted by suicide. |
| Excellent written skills. | Has provided training to groups. |
| Is computer literate and organised. | Ability to develop evidence-based training programmes. |
| Qualifications | |
| An appropriate tertiary qualification. | |
| Full membership to an appropriate professional body. | |
| Current full and clean drivers licence, | |
| Personal skills and attributes | |
| Outstanding interpersonal and communication skills. | |
| Proven relationship management. | |
| Ability to work both independently and as part of a team. | |
| Is a pleasant colleague and enjoys being part of a team. | |
| Is committed to join with the spirit of our team. | |
| Personal maturity and integrity. | |
| Can constructively give and receive feedback | |
| Even minded under pressure. | |
| Is creative and enjoys a challenge. | |