



Job Description

Job Title: Suicide Prevention Coordinator
Responsible to: Program Manager

Responsibilities:

The position's primary responsibilities are to provide suicide prevention outreach and aftercare education to K-12 South Dakota schools and organizations. The position provides an opportunity to practice a wide range of clinical skills, program development, and knowledge of the expanding field of behavioral health.

Job Requirements:

- Master's degree in Social Services or related field (preferred) or related experience
- Demonstrated interest/skills in human services
- Demonstrated interest/knowledge in suicide prevention.
- Strong oral and written English language skills
 - o Comfortable with media interviews
- Working knowledge of computers and software programs, proficient keyboarding skills
- Offers of employment contingent upon acceptable background check

Personal Qualifications:

- Ability to relate to and effectively communicate with people from all economic, racial, age, ethnic, and social groups
- Strong desire to provide non-judgmental, appropriate assistance to persons in need
- Ability to effectively deal with complex issues
- Ability to establish and maintain effective working relationships with program staff and service providers

Specific Responsibilities:

A. Provide suicide prevention outreach and education

1. Provide suicide prevention education and training.
2. Serve as an agency liaison to the community and media regarding suicide and mental health topics.
3. Be knowledgeable and current about trends in suicide/suicide prevention.
4. Serve as part of the Helpline Center team for the local suicide prevention taskforce.
5. Assist with the promotion and marketing of suicide prevention services.

B. Co-Lead suicide prevention outreach and training opportunities across the state

1. Coordinate with school districts to provide suicide prevention trainings to students and staff
2. Coordinate with business and other organization to provide suicide prevention trainings
3. Collaborate with funding partners to meet program expectations.
4. Provide quality assurance and feedback on text messages to ensure program standards are exceeded.
5. Become a certified trainer in (but not limited to) ASIST, MHFA, QPR

C. Assist in the coordination of the outreach and development of formal relationships between partners (911 PSAPs, behavioral health providers) to maintain continuity of care

1. Follow-up with South Dakota 911 PSAPs, mental health providers and mobile crisis teams to educate and inform them on 988 processes and procedures.
2. Coordinate and maintain memos of understanding with each organization.
3. Develop and implement processes and procedures for 911/988 agency coordination.
4. Identify areas of opportunity to increase coordination between 988,911, and mental health partners.

D. Respond to 988 Crisisline calls/texts/chats

1. Provide evidence-informed brief supportive counseling, crisis intervention and suicide prevention support to callers and/or chat/text visitors who are in emotional distress
2. Conduct assessments in accordance to program policies & procedures
3. Utilize resource referral database to provide information and referral assistance to callers seeking mental health and substance abuse services
4. Provide follow-up to high-risk callers reporting suicidal and/or homicidal thoughts and behaviors
5. Manage interactions to ensure appropriate level of support is provided in efficient manner
6. Accurately and efficiently document client interactions

E. Assist in implementation of the Helpline Center's suicide aftercare services

1. Facilitate the Surviving After Suicide Education/Support Group, as needed.
2. Provide outreach and support to suicide survivors upon request.
3. Assist in the coordination of suicide survivor, suicide awareness and suicide prevention fundraising events.
4. Participate as a Local Outreach to Suicide Survivors (LOSS) program team member serving in the on-call rotation.
5. Provide consultation and implementation assistance to K-12 schools for suicide loss planning and procedures
6. Be knowledgeable and current about trends in suicide grief and support.

F. Maintain awareness of Helpline Center resources

1. Attend all scheduled staff meetings.
2. Complete ongoing training assignments as required.
3. Review email, announcements, resource books, manuals and national directories during each shift worked.

G. Professionalism

1. Support and carry out the mission of the agency.
2. Follow agency policies, including personnel and programs.
3. Participate in the agency, demonstrate team participation and a workplace philosophy that enriches staff's ability to reach goals and provide high level of customer service.

H. Additional Duties

1. At times, staff will be required to perform additional duties beyond those specified.

Employee Signature

Date

Supervisor Signatures

Date

Hours: Exempt full-time position. Primarily Monday-Friday. Will include occasional evening, weekend, and holiday coverage of 988.

Updated: August 2023