



SERAC Suicide Prevention Program Assistant Job Description

JOB TITLE: Suicide Prevention Program Assistant
REPORTS TO: Executive Director
STATUS: Part-time Hourly

JOB SUMMARY:

The Suicide Prevention Program Assistant will assist the Suicide Prevention Program Lead in developing the framework and activities for a regional program to address suicide prevention and postvention planning in Eastern CT. The position will contribute to the existing collaboration with various state and local agencies operating across the suicide prevention and postvention space. This position is not clinical in nature and will not provide counseling or direct individual services. Rather, this position will support the Suicide Prevention Program Lead's work across the eastern region of CT to enhance and strengthen the membership and function of the Regional Suicide Advisory Board (RSAB) meetings, identify, and develop resources for the region related to suicide prevention and provide training needs alongside delivering various outreach activities to towns that have been impacted by loss. The Suicide Prevention Program Assistant, at the direction of the Suicide Prevention Program Lead, will work with multiple service providers, community groups, and diverse populations across the lifespan and contribute to activities which support the work of SERAC at the request of the agency leadership.

This position will require travel within the region and occasionally out of state. Evening and weekends may be needed to fulfill duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other assignments, projects, and duties may be required:

- Assist in organizing and facilitating regional suicide advisory board meetings and recruit and retain membership to reflect the eastern region of CT.
- Collaborate on community outreach to key sectors representatives such as: school personnel, law enforcement, parents, youth, businesses, mental health providers and elected officials both pre and post critical loss incidents.
- Support the establishment of relationships with key stakeholders to educate and assist in community planning to improve suicide/critical incident postvention response systems.
- Attend various meetings virtual and, when appropriate, in person for state, regional and town level meetings.
- Conduct community educational presentations and training as needed as requested.
- Other tasks may be assigned to ensure the successful development of the Suicide Prevention Program across the region.

QUALIFICATIONS AND SKILLS:

- Minimum bachelor's degree in health-related discipline (i.e, Public Health, Psychology, Community Psychology, Human Development)
- Prior experience in the field of prevention or human services is strongly encouraged.
- Meeting facilitation skills and coordination.
- Ability to demonstrate cultural and social intelligence skills and seek professional growth opportunities as needed and recommended.
- Strong reasoning skills and the ability to establish fact and draw valid, unbiased conclusions.
- Knowledge of behavioral health as it relates to mental health and suicide prevention.
- Computer proficiency required, including knowledge of MS Office and particularly Power Point.
- Ability to create and market programming via graphic designing software.
- Comfort entering data into internal and external automated reporting systems.
- Experience in virtual conferencing platforms.
- Capability to multi-task on projects across various towns and complex integrated systems.
- Ability to maintain flexibility to meet tight deadlines.
- Ability to solve problems independently and collaboratively.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; stand; walk; use hands to type or write; talk or hear; and drive to various worksites (may be required to drive in inclement weather).

PAY RANGE: \$20-25 per hour

NOTE:

The position is grant funded and may be terminated due to expiration of grant or lack of agency funds.