Little Traverse Bay Bands of Odawa Indians
Job Posting

Job Title: Suicide Outreach Specialist
Department: Behavioral Health
Reports to: Behavioral Health Manager
Salary Range: $17.07 to $23.89 per hour/($35,496 to $49,694) Annually
Status: Non-Exempt
Level: B22
Terms: Grant funded, ending 9/29/2020
Opens: August 06, 2019
Closes: August 27, 2019

SUMMARY: The Suicide Outreach Specialist will serve as the Methamphetamine and Suicide Prevention Initiative (MSPI) grant project coordinator and work to carry out its’ goals and objectives; which are to reduce suicide, suicide attempts and suicide ideation in the LTBB community. The Suicide Outreach Specialist will coordinate and implement prevention programs and activities that will contribute to the goals of the project. Will assist with the grant budget and will facilitate the grant workgroups with maintaining the project’s database and evaluation methods with the project’s reporting requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
• Serve as the project coordinator for the Suicide Prevention Initiative grant.
• Understand the grant goals, objectives and strategies thoroughly.
• Develop and implement a work plan for achieving the project’s success.
• Coordinate and implement prevention, intervention and post-intervention events and activities that support the project’s success.
• Develop networking and collaborative relationships with community agencies, organizations, Tribal programs and staff that will promote and further the goals and objectives of the grant.
• Develop, implement, and maintain database for the project activities, data measures, participants and evaluations.
• Interact with the general public, school district administrators, teachers, program participants, staff directors, and community groups.
• Evaluate programs and activities as assigned and make recommendations for changes. Monitor and ensure grant budget parameters are followed and met.
• Prepare project reports. Attend meetings, trainings and give presentations.
• Enforce confidentiality, safety, and operating procedures. Provide for maintenance needs; securing necessary equipment and materials.
• Other duties as assigned.
EDUCATION AND EXPERIENCE:
Bachelor’s degree in Psychology, Social Work or similar field. In lieu of bachelor’s degree, four years of experience relevant to the specific essential duties and responsibilities of this position required. Prior experience working with youth. Certified prevention specialist preferred. If recovering alcoholic/addict, must have a minimum of four years of sobriety.

KNOWLEDGE, SKILLS AND ABILITIES:
Must be a self-starter, with excellent organizational and time management skills to effectively coordinate multiple projects and duties with absolute attention to detail. Strong analytical and organizational skills. Understanding of grant funding and programs. Knowledge of prevention activities and resources. Knowledge of the principles and practices of youth and young adult program planning, development and administration. Knowledge of the principles and practices in working with youth. Skills and experience in budget preparation and fiscal management. Advanced verbal and written communication skills and the ability to present effectively to various groups. Knowledge of computer software programs, specifically spreadsheets, database and word processing. Have a willingness to work flexible schedule; including nights, days, and weekends when needed.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver’s license, reliable transportation and be insurable for duration of employment.

COMMENTS: Indian preference will apply. Position is contingent upon completing and passing a background check.