



## Stop Suicide Northeast Indiana Coordinator Job Description

**Reports to:** Programs Manager & Stop Suicide Coalition Director

**Status:** Part-time (20 hours/week)

**Rate of Pay:** \$16-18/hour

### **General Purpose:**

The Allen County Drug & Alcohol Consortium, Inc. is the fiscal home to Stop Suicide Northeast Indiana, a coalition of key community stakeholders dedicated to preventing and responding to suicide through awareness events, trainings, educational materials, and community initiatives since 2013. Approximately 30 partners, both agencies and individuals make up the Stop Suicide coalition. Stop Suicide is seeking a part-time Coordinator position, grant funded through Sept 30, 2023, to do the following:

- 1) Coordinate toolkit distribution to schools, youth-serving agencies, youth pastors, parents across northeast Indiana, etc. that provide best practice and evidence-based strategies/resources for reducing suicide risk, attempts, and deaths.
- 2) Coordinate and conduct monthly training events for adults who work or live with youth for use of the Columbia - Suicide Severity Rating Scale (C-SSRS) screener, which helps determine the level of risk and an appropriate triage strategy for youth presenting with possible suicidality.
- 3) Convene regular meetings with organizations that serve youth to improve collaboration and reduce gaps in suicide prevention across our region.

### **Position Duties:**

- Overseeing printing, storage, distribution, and tracking of toolkits for schools, youth-serving agencies, youth pastors, and parents in majority and minority communities.
- Contacting schools, youth service agencies, parent-related organizations, and youth pastors, among others in Northeast Indiana about their interest in toolkits and training.
- Hand delivering or mailing toolkits.
- Delivering virtual or in-person training on using the Columbia Suicide Severity Rating Scale (C-SSRS) screener.
- Identifying youth & parent related organizations to become members of Stop Suicide to join the coalition's efforts, paying special attention to organizations who serve marginalized populations.
- On-boarding new members of coalition.
- Planning agenda for bi-monthly coalition meetings in collaboration with the Steering Committee
- Facilitating bi-monthly coalition meetings.
- Communicating with the funder, including preparing quarterly reports.



- Additional duties may include speaking on behalf of Stop Suicide in public, representing Stop Suicide across the northeast Indiana area at meeting and events, and seeking new funding sources for projects and coalition as a whole.

#### **Requirements:**

- Bachelor's in social work, public health, or related field OR relevant experience of at least four years in the social service sector, preferably working with vulnerable populations
- Strong written and verbal communication skills
- Ability to network and present on a community level
- Good organization, planning, and record keeping skills
- Ability to navigate various software, internet, social media, and Microsoft Office programs, such as video conferencing, email, spreadsheets, presentations, etc.
- Prior experience building and maintaining partnerships in the community
- Ability to work both independently and collaboratively
- Knowledge of suicide prevention, mental health, and northeast Indiana preferred

#### **Expectations:**

- Embrace diversity within the organization and the community
- Collaboration with DAC team on organizational events and activities
- Pre-employment drug screening
- Pre-employment background check