



## Job Description

**Job Title:** Suicide Prevention and Outreach Director  
**Responsible to:** Chief Operating Officer  
**Responsibilities:** The Suicide Prevention and Outreach Director is responsible for leading the mental health support programs, grief aftercare programs, mental health trainings, and overall strategy for suicide prevention programming at the Helpline Center.

### Qualifications:

- Master's degree in Counseling, Psychology, Social Work or Public Health.
- Demonstrated skills in training, written and verbal communication, along with excellent listening skills.
- Demonstrated experience supervising and leading staff.
- Experience with public speaking, presenting, and media interviews.
- Demonstrated experience with handling crisis and/or suicide situations.
- Excellent initiative, organizational skills, flexibility, and desire to assist people.
- Working knowledge of computers and software programs.
- Offers of employment are contingent upon acceptable background check.

### **A. Oversee program development, implementation, and supervision of the Suicide Prevention and Outreach Programs**

1. Build and foster a highly effective team environment, with emphasis on accountability and positive working relationships.
2. Establish and maintain relationships with contracting organizations.
3. Lead suicide prevention efforts. Stay current and educated on mental health issues, suicide prevention, and data trends.
4. Provide overall strategy for suicide prevention.
5. Maintain and build positive program outcomes. Review and analyze reports regarding performance, including productivity, quality, service and adherence performance.
6. Create and maintain operational policies and procedures.
7. Ensure that the quality indicators for contractual agreements and Helpline Center's strategic plan is exceeded.
8. Provide strategic insight/direction on program development.
9. Provide input and leadership on Helpline Center contracts.

### **B. Oversee the development, implementation, supervision, and operations of the Hope Squad Program**

1. Supervise the Hope Squad program that functions as a peer support team in middle and high schools.

2. Provide support to schools as they join and implement the Hope Squad program.
3. Provide leadership to the contracts with the State for Hope Squads.
4. Complete data reports as necessary.

**C. Oversee the development, implementation, supervision, and operations of the Grief and Loss Support Services**

1. Oversee the suicide survivor services, including Surviving After Suicide Class and Support Groups, task force, LOSS program, and survivor outreach.
2. Assist in the coordination of suicide survivor, suicide awareness, and suicide prevention fundraising events.
3. Stay current and knowledgeable of current trends and services in suicide grief and support.

**D. Oversee the development, implementation, supervision, and operations of the Hospital Outreach and BEAM SD follow up programs**

1. Implement program policies and procedures in accordance with the Helpline Center's policies and procedures and funder requirements.
2. Collaborate and train hospital partners to ensure referrals into the program continue and submitted correctly.
4. Complete data reports as necessary.
5. Conduct follow-up support calls as necessary.

**E. Provide Mental Health Outreach and Education.**

1. Present evidence based trainings such as ASIST, QPR, Mental Health First Aid, and others to community members and clinicians across the state. Provide additional trainings or presentations on mental health or suicide as needed.
2. Provide supervision and feedback to staff on training, education and outreach facilitation as necessary.
3. Lead the local suicide prevention taskforce.
4. Establish and maintain relationships with civic, professional, governmental entities, and the community in general by having an active interest in community affairs.
5. Collaborate with marketing department for promotion of suicide prevention and postvention efforts.

**F. Provide staff management**

1. Oversee staff management, including hiring, training, scheduling, supervising and evaluation of employee performance.
2. Provide support and guidance to staff. Foster a positive working relationship with the staff and agency.
3. Ensure staff communication is open and consistent
4. Oversee staff adherence to policies and procedures and that competencies are maintained and exceeded.
5. Provide direct program coverage as needed
6. Submit required reports and communication documents as needed.

## **G. Professionalism**

1. Support and carry out the mission of the agency.
2. Develop and maintain close relationships with various constituencies within the community.
3. Be involved with the community at large and appropriate professional organizations.
4. Follow agency policies, including personnel and programmatic.
5. Participate in the agency, demonstrate team participation and a work place philosophy that enriches staff's ability to reach goals and provide a high level of customer service.
6. Develop professional and personal growth through opportunities and involvement.

## **H. Additional Duties**

At times, staff will be required to perform additional duties beyond those specified. Management retains the discretion to add or to change the duties of the position at any time.

Hours: Exempt FT position. Office hours, 8 a.m.-5 p.m. or as required.  
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