

SAN FRANCISCO SUICIDE PREVENTION
JOB DESCRIPTION
(Revised 5/21/12)

POSITION: OUTREACH SERVICES COORDINATOR, S.F. SUICIDE PREVENTION

HOURS: 0.75 FTE -- NON-EXEMPT -- EOE/AA

BENEFITS: MEDICAL/DENTAL, VACATION/SICK LEAVE, EDUCATION (pro-rated)

MAJOR RESPONSIBILITIES

- 1) Primary emphasis on developing strategies and materials, and coordinating and conducting activities to increase suicide prevention training and services for youth in San Francisco City and County.
- 2) Conducts and/or schedules training classes in education institutions and organizations. This program is expected to serve 10,000 youth per year and over 200 presentations annually.
- 3) Attends events where outreach is needed (e.g., health fairs, street fairs, volunteer fairs, etc.)
- 4) Develops promotional materials to support education for all youth services. Assists Outreach Director in the development of youth training including curriculum.
- 5) Develops strategies to promote education services, curriculum development, and keeps accurate records of work accomplished in the community.
- 6) Maintains adequate supplies of materials for distribution.
- 7) Distributes materials as needed in person, by mail or by email (e.g., schools, after-school programs, youth oriented non-profits).
- 8) Maintains log of all agency youth outreach activities (including activities of other staff and volunteers), and create monthly outreach report.
- 9) Attends meetings and serves as liaison for the Interagency Youth Suicide Prevention Task Force.
- 10) Helps Outreach Director develop grief group program that provides services to clients grieving from the loss of a loved one to suicide.
- 11) Administers calendars, coordinates and schedules grief group sessions.
- 12) Attends grief group sessions.
- 13) Trains, instructs and assigns tasks to past grief group attendees who wish to volunteer as grief group leaders.
- 14) Coordinates and assigns tasks to all grief group volunteers and coordinates the SAAS (Survivor Action Against Suicide) program.

15) Additional duties as requested including other administrative tasks and reports as assigned.

QUALIFICATIONS

- Able to work with a broad variety of people, including adolescents, communities of color, LGBT community and educators
- Background in creating and managing grief groups a plus
- Demonstrated competence in outreach/ presentation/ teaching
- Able to work flexible hours (including evening, weekend and holiday hours as needed)
- Ability to communicate well, both verbally and in writing
- Ability to work independently as part of a team
- Attention to detail
- Bilingual skills a plus
- Minimum of Bachelor's Degree in Education or Human Services Field, Masters Degree and/or California Teaching Credential a plus

SUPERVISION

- Reports to Development, Outreach and Communications Director
- Works closely with Outreach Director, as well as other agency personnel

This position is dependent on grant funding

SFSP encourages a supportive environment where differences of ethnicity, culture, sexual orientation, gender, physical ability, and age are valued and appreciated. We seek candidates who share this vision.

To Apply: Please email Michelle Thomas, Outreach Director at michellet@sfsuicide.org with resume and cover letter.