

Position Description

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Information		
Position Title: Mental Health Educator, Suicide Safety in Schools	Location: Main Office	Date: July 1, 2022
Reporting Relationship(s): Suicide Safety in Schools Program Manager		FLSA Classification: Exempt

General Summary

This individual will schedule and facilitate all trainings related to the SSIS grant and collect, evaluate, and report project data. Additionally, this individual provides support to director, assistant director, coordinators, and managers of School Services programs.

Duties and Responsibilities

Training

- Attend ASIST T4T to become registered ASIST trainer and other Suicide Prevention Train the Trainer Trainings.
- Schedule and deliver ASIST, Suicide Safety for Teachers, More Than Sad, Seize the Awkward, QPR and other Suicide Prevention and Mental Health workshops.
- Develop and deliver mental health education and promotion programs, including training workshops, conferences, and school or community presentations.
- Develop and maintain cooperative working relationships with school districts, agencies and organizations interested in suicide prevention and mental health care.
- Prepare and deliver customized suicide prevention and general mental health trainings for agency, school and community members.
- Prepare and distribute mental health education materials, such as reports, bulletins, and visual aids, to address suicide prevention and other mental health concerns.

Data

- Document activities and record information, such as trainings completed, presentations conducted, and persons assisted.
- Document workshop participant satisfaction through notes, feedback, data collection/entry and analysis.
- Collect, analyze, and report school/community Suicide Prevention and Mental Health workshop outcome data and compile monthly and quarterly reports as required by funders.
- Track training outcomes, including completion rate, competence and confidence.
- Report monthly data to track outcome progress.

Scheduling Support

- Respond to requests for and schedule school district and community-based trainings.

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Program Marketing Support

Provide support to director/assistant director in the following areas:

- Attend school and community meetings to promote Suicide Prevention and Mental Health Workshops.
- Develop promotion strategies to generate interest in Suicide Prevention and Mental Health workshops.
- Empower school districts, parents/caregivers, and other community-based providers to implement Suicide Prevention and Mental Health strategies to the children in home and community-based settings.

Perform additional responsibilities as assigned.

Education Requirements

Bachelor's Degree in educational, behavioral, or other related human service or health field required. Master's Degree preferred. Candidate should have: a minimum of one year experience delivering trainings or workshops.

Previous Experience Requirement

Minimum of 2 years in education, parent/community education, or a related community-based setting providing behavioral or educational programming; and leadership experience desirable.

Knowledge and Skills Needed to Perform Effectively in this Position

Demonstrated capacity to provide educational trainings to community-based participants. Additional skills required include proficient presentation and public speaking skills, robust oral and written communication skills, strong organizational skills, excellent time management, strategic planning skills, responsible and reliable attention to detail. The individual will demonstrate active listening skills as well as the ability to build strong relationships work with diverse groups of individuals. Ability to exercise good judgment and decision-making skills, particularly in crisis situations, knowledge of community resources and proficient computer skills including Excel. Able to work independently as well as with others to support the program/department. Ability to prioritize, organize, and proofread to ensure accuracy.

Additional Requirements

- Incumbents in this position will be expected to work between 35 and 40 hours per week as job requirements and school calendars dictate.
- Some Evening and weekends hours
- Must be fingerprinted to be submitted for criminal background checks.
- Valid NYS Driver License
- Access to a reliable vehicle with 100,000/300,000 auto insurance liability limits to meet requirements of job description including but not limited to;
 - Obtainment and transport of supplies and equipment
- This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Position Description

- This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

Physical Dimensions (Job-related physical abilities an individual needs to possess in order to perform the job in a satisfactory manner)

- Ability to visit several schools/community sites visits each day.
- This position involves extensive walking and driving and possibly lifting up to 20 pounds.
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
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I acknowledge I have read and understand this job description. I agree to assume the defined responsibilities and perform these duties.

Employee Signature: _____

Date: _____