



### **OCSPC Coordinator**

Contact Community Services is a non-profit community agency located in East Syracuse, NY. We provide a variety of services that support the social, emotional, behavioral, and mental health of children, youth and adults. Our Crisis Services Division answers over 100,000 calls annually and provides supportive listening, crisis counseling, and crucial connection to local health and human services programs.

Facilitate the work of the Onondaga County Suicide Prevention Coalition and advance programs, best practices and activities, with a data driven approach to develop systemic changes and reduce deaths by suicide in the county. Collaborate with local community members, health care providers and leaders to promote suicide prevention resources, raise awareness, and support the general day to day activities and organization of the Coalition. The coordinator will guide the Coalition to develop and implement strategies that will lead to long term involvement of community institutions, organizations and individuals. The Coalition works towards the development, implementation, and maintenance of suicide prevention programs for all ages in the community.

#### **Qualified individuals will:**

- Bachelor's degree in mental health, human services or related field. Masters' degree preferred.
- Three years of experience in mental health, human services or coalition building experience preferred.
- Strong analytical, critical thinking and decision-making skills including data analysis.
- Strong organizational skills including the ability to manage multiple projects and details simultaneously.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Effective communicator with strong oral and written communication skills
- Ability to work with a team and use active listening skills.
- Ability to write and make presentations to internal and external top management officials, community groups and partners.
- Computer proficiency including word processing, data entry, spreadsheets, and generating reports using a variety of software applications.

#### **Job requirements include but are not limited to:**

- Convene monthly coalition and committee meetings including disseminating agendas, minutes and other stakeholder management for coalition activities.
- Actively recruit, enroll and engage community partners and stakeholders in the coalition.
- Collaborate and work closely with county leadership, health care providers, schools and community-based organizations to promote the coalition's missions and goals.
- Meet on a regular basis with the Onondaga County Department of Children and Family Services, Division of Mental Health.
- Develop and guide data driven approach to develop systemic changes and reduce deaths by suicide in the county.
- Collaborate with stakeholders on data collection and report on trends in county.

To be considered, please submit your cover letter, resume, and employment application to [HR@contacsyracuse.org](mailto:HR@contacsyracuse.org).

**Contact Community Services, Inc. is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected veteran status.**