



The community's go-to for supporting and empowering change.

# Suicide Prevention Program Manager

HelpLine is seeking an energetic, self-motivated, and highly organized individual to supervise and work with a dynamic team of suicide prevention educators to implement suicide prevention activities in Delaware and Morrow Counties. Our Suicide Prevention team delivers *Signs of Suicide*, an evidence-based primary prevention program, to middle and high school students and *QPR (Question, Persuade, Refer)* to adult community audiences. This position oversees the day-to-day activities of the suicide prevention team, including program scheduling, staff consultation, and program backup. The Suicide Prevention Program Manager works with the Prevention Services Director to monitor evaluation data and grant outcomes and deliverables. This position works collaboratively with the Director and team to support the efforts of the Delaware and Morrow County Suicide Prevention Coalitions. This position represents the Suicide Prevention team on county-level prevention initiatives, including the Delaware County PEACE (Prevention Education in All Classroom Environments) Collaborative and Community Health Assessments efforts, and other community meetings/initiatives as needed. The Suicide Prevention Program Manager works collaboratively with the Violence Prevention Program Manager and the Prevention Services Director to coordinate joint prevention efforts. Our primary prevention programming is delivered using best practices implemented through a trauma-informed and anti-oppression framework and within a public health approach to prevention. The home office for this position is located in Delaware; travel across our counties is required. This full-time position is supervised by the Prevention Services Director.

## RESPONSIBILITIES

- + Provide leadership within the suicide prevention program and implement strategic activities
- + Provide supervision to three Suicide Prevention Educators and conduct administrative responsibilities (e.g. submit timesheets, review leave requests, provide evaluations, regular one on ones to monitor assigned tasks and facilitate professional growth)
- + Organize and lead regular Suicide Prevention program team meetings
- + Ensure entry, tracking, and monitoring of all evaluation data from school-based prevention programming activities
- + Be proactive in building a strong, mission focused, and cohesive team.
- + Ensure all outcomes data is reported out accurately and meet reporting deadlines
- + Actively represent the suicide prevention program and take leadership at relevant community meetings and work effectively as a partner in the coordination of community-wide prevention programming with other prevention providers and schools.
- + Assist Prevention Services Director around suicide prevention policy level strategies including; review of data and/or needs assessments, research of best practices, advocacy and support of statewide initiatives
- + Observe and provide feedback on presentations by educators periodically to facilitate growth and assist in evaluating performance
- + Skilled in microsoft office & other web based programs as needed e.g. Word, Excel, Google Docs, Canva, etc



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- + Work with Prevention Director and Suicide Prevention team to develop, implement, and evaluate Social Marketing strategy activities to build awareness of suicide prevention messaging and stigma reduction.
- + Coordinate and ensure delivery of community education awareness programs on suicide prevention and depression to various community groups (e.g. universities, faith communities, businesses, etc) as requested
- + Work with Prevention Director and Prevention Educator III's/team to make recommendations around program adjustments, curriculum changes, needed improvements.
- + Assist state and national recertifications related to suicide prevention programming if needed
- + Assist Prevention Director and engage Prevention Educators to implement Suicide Prevention Strategic Program Plan
- + Work with the Violence Prevention Program Manager and Prevention Director to assess, develop, and implement coordinated prevention efforts across both the violence and suicide prevention teams
- + Participate in agency leadership meetings and initiatives
- + Monitor and ensure staff meet educational requirements and appropriate certifications.
- + Work with Prevention Director and Prevention Educator III's to train new educators
- + Implement program based on best practices, trauma-informed, anti-oppression, and DEI approach
- + Other duties as assigned by the Prevention Services Director.

## **REQUIRED QUALIFICATIONS**

- + Minimum Bachelor's Degree (Education, Social Work or Related Fields).
- + 3 years experience in suicide prevention with knowledge of evidence based practices
- + 1-3 years of experience providing one on one supervision to direct reports or demonstrated leadership experience including mentoring, coaching, leading effective teams
- + Demonstrated ability in establishing strong relationships with team members, ensuring team members are heard, and facilitating participation
- + Open to constructive feedback and ability to participate in self examination and personal/professional growth
- + Demonstrated mentoring and coaching skills
- + Strong public presentation/training skills
- + Ability to work effectively with a variety of target populations and community stakeholders
- + Models good work habits
- + Skills in community collaboration activities and applying research to practice
- + Demonstrated understanding of all levels and concepts around the field of prevention, e.g. universal, primary, secondary, and tertiary as well as principles and best practices, prevention from a public health perspective, strategies, risk and protective factors
- + Ability to manage multiple projects, effectively prioritize tasks, and meet deadlines
- + Highly organized and attentive to detail



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- + Demonstrated understanding and values around anti-oppression, cultural inclusion, and providing trauma informed and culturally informed prevention programming
- + Ability to work flexible hours (evening and weekend hours required, as needed)
- + Ability to pass Background Check and Motor Vehicle Registration check
- + Achieve and maintain OCPSA license applied for with the expectation of completion within 18 months of hire

Although not required the following skills/abilities are highly desirable:

- + Prevention certification of level RA, OCPSA, or OCPS
- + Two to three years of outstanding service with HelpLine's Suicide Prevention program or 3 years experience effectively and successfully delivering educational and/or prevention programming in K-12 classrooms.
- + Experience in curriculum development and adaptation

## **WHY WORK FOR HELPLINE**

HelpLine is a financially stable, longstanding (50+ years) non-profit providing a broad spectrum of social services to eight counties. We are committed to living our values and investing in our people. This means our benefits reflect equitable wages, culture of self-care, inclusive practices and access to growth opportunities:

- + Full-time exempt position with competitive salary with personal growth and professional development opportunities. Salary range \$52,000 - \$62,400
- + Outstanding total rewards package, which includes but not limited to:
  - o 100% employee health, life, dental and Long Term Disability (LTD) premium coverage
  - o Simple Individual Retirement Account (IRA) – annual 2% HelpLine contribution, no match requirement and vested at enrollment.
  - o Voluntary life insurance and other optional benefits are available.
  - o Employee assistance program
- + Earned vacation, sick and compensatory time.
- + Mileage reimbursement for all work-related travel.
- + We are committed to supporting our staff wellness through trauma-informed supports for staff NEW: we offer staff a subscription to HeadSpace which is a comprehensive online mindfulness and meditation platform as well as other wellness initiatives
- + Self-care and wellness are valued by our agency and supported and promoted with consistency and accountability.
- + HelpLine values diversity, inclusion, and strives for a healthy work/life balance



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## **HOW TO APPLY**

For full consideration, please submit a detailed cover letter and resume to Lauren MacDade, Associate Director at [lmacdade@helplinedelmor.org](mailto:lmacdade@helplinedelmor.org). Applications will be accepted until the position is filled.

## **ABOUT US**

As the community's only comprehensive 24/7 resource, we are the go-to for supporting and empowering change. Our highly trained specialists offer compassionate support to anyone in crisis or in need of information, connecting people with the right community resources and empowering them to thrive. Our prevention programs promote and advocate for emotional health and wellness through addressing suicide and depression, sexual assault, child sexual abuse and family violence to influence change in our community. These programs are rooted in our relationships with local non-profits and agencies, giving us the connections and knowledge to get community members the support, education and volunteer opportunities they're looking for. For more information, visit [helplinedelmor.org](http://helplinedelmor.org).

HelpLine provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, religion, age, sex, sexual orientation, disability status, gender identity or any other characteristic protected by federal, state or local laws.