

SUICIDE PREVENTION SERVICE OF THE CENTRAL COAST

a program of Family Service Agency of the Central Coast

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JOB ANNOUNCEMENT -March 23, 2022

Bilingual Program Coordinator - Community Outreach and Suicide Bereavement Services

This position begins at 30-40 hours per week. Under the direction of the Program Director, this position is responsible for coordinating and providing a range of community outreach, education and suicide bereavement support group activities throughout Santa Cruz, Monterey, and San Benito Counties. This position requires a flexible schedule with occasional evenings and weekend hours.

Essential Duties and Responsibilities

1. Meet regularly with the Program Director to establish work plan, prioritize tasks, and report on implementation.
2. Conduct educational presentations and trainings and participant feedback process for organizations, schools, and service providers throughout the tri-county area, utilizing the curricula and procedures established for these activities.
3. Occasionally, provide brief individual support and referral to attendees at outreach activities.
4. Coordinate a calendar and schedule of outreach activities; respond to scheduling requests in a timely manner. - Compile statistical and demographic documentation of presentations, trainings, and other outreach activities.
5. Collaborate with administrative staff to ensure grant and contract compliance and conduct evaluation activities. - Maintain the program's ongoing professional relationships with educators, community organization personnel, etc. to support the continuation and focused expansion of outreach activities.
6. Responsible for the maintenance, inventory, and distribution of the program's outreach materials and resource manual.
7. Conduct brief suicide bereavement service sessions for organizations and community groups that have suffered a suicide loss.
8. Conduct brief suicide bereavement one-on-ones with survivors in conjunction with contract providers as needed.
9. Collaborate with the Assistant Program Director for the Training on the coordination of suicide bereavement group facilitators' initial and yearly on-going trainings, including the annual lethality assessment refresher training and accreditation standards maintenance.
10. Responsible for oversight of suicide bereavement group facilitators and management of the network intake system.
11. Responsible for completing the program's 45-hour training on suicide, crisis intervention and crisis line.
12. Following a trial period, participate in rotating 24-hour shift supervision and support for volunteer responders.
13. Participate in yearly fundraising events or other special events as directed by the Program Director.
14. Perform other related tasks as assigned by the Program Director.

Minimum Qualifications:

1. Bilingual (English/Spanish) required
2. Must be responsible, reliable, self-motivated, and possess excellent time management skills.
3. Must possess excellent written and verbal communication skills; experience with public speaking is preferred.
4. Excellent interpersonal skills and ability to work well as part of a team.
5. Must have a working knowledge of and ability to utilize social media applications (e.g. Facebook, Instagram)
6. Ability to compassionately identify with and respond to personal and emotional issues.
7. Comfortable working with databases.
8. Must have a working knowledge of Microsoft Office Suite (Word, PowerPoint, Excel, etc.)
9. Must have valid driver's license, available and reliable transportation, and be able to travel periodically throughout Monterey, Santa Cruz, and San Benito Counties.

10. Bachelor's Degree or Associate's Degree (or equivalent) with two years of related experience or high school diploma/GED with four years of related experience.
11. Ability to work remotely.
12. Ability to maintain flexible hours required (some evenings and weekends).

Pay Rate: Starting at \$24.00 per hour, plus additional \$1.50 per hour Spanish/English bilingual differential.

Benefits: Generous PTO package (holiday, vacation, and sick days paid). Medical, dental, and vision coverage provided following the probationary period.

Closing Date: Applications accepted until the position is filled.

Applications: To apply, email your resume and letter of interest to Andrea Tolaio, Program Director at Tolaio.a@fsa-cc.org.

Family Service Agency of the Central Coast is an equal opportunity employer.