

PREVENTION FIRST

Suicide Prevention Grant Administrator

POSITION SUMMARY

This position will manage all aspects of the Suicide Prevention Grant – Implementing Training to Identify Youth at Risk for Suicide. Responsibilities include developing and delivering training and presentations, developing resources, engaging stakeholders, managing consultants, and promoting the services of the grant.

ESSENTIAL FUNCTIONS

- Oversees a wide variety of activities to facilitate the effectiveness of all training and resources associated with this grant; engages in partnerships to execute strategic initiatives; provides general guidance and supervision to consultants; monitors activities of consultants to ensure proper use of resources.
- Develop and provide training and technical assistance to build the knowledge, skills, and abilities of human service professionals, child welfare professionals, juvenile justice professionals, those working in higher education, and other populations that engage with youth and adults to promote mental health and intervene effectively with youth and emerging adults experiencing a mental health challenge; travels to various locations throughout the state to deliver training, presentations, and to promote the services of the grant.
- Delivers mental health curriculum for in-person training, online training, webinars, etc., to diverse populations in community areas throughout the state; develops a plan for offering Mental Health First Aid and other evidence-based model training opportunities; facilitates training; prepares for training; coordinates logistics; conducts follow-up with participants for feedback, including participant evaluations.
- Develops or identifies information, resources, and tools on evidence-based approaches to mental health promotion, intervention practices, mental health and substance use co-occurring disorders, suicide prevention strategies, stigma reduction, culture and mental health equity, and other related topics; conducts research on a variety of subject matters and interviews subject matter experts to develop the content of training programs and resource materials.
- Builds relationships with state agency department representatives, human service professionals, child welfare professionals, juvenile justice professionals, and those working in higher education, and other key stakeholders focused on mental health education and practices in communities throughout Illinois to cultivate partnerships to strategize, plan and collaborate efforts.
- Project Management: coordinates tasks and responsibilities as well as project progress and deadlines to drive the development of quality resources, training, and other deliverables. Performing quality control on the project throughout development to maintain the standards expected.

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- Develops and conducts needs assessments to identify professional development needs, including training, technical assistance, and other resources for our intended audiences.
- Manages electronic media activities, including updating and maintaining the Mental Health Resource Center webpage and social media marketing, and provides information to be included in the monthly electronic newsletter.
- Monitors new literature and trends in the Mental Health field and related fields; provides feedback on current practices, new initiatives, and collaborations; attends relevant Mental Health conference opportunities.
- Demonstrates a commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Performs related administrative tasks; assists with the development and administration of department budgets; monitors expenditures for compliance with approved budget and to ensure adequate resources; obtains and processes related invoices; prepares various reports and documents, including activity logs, travel vouchers, and marketing materials

POSITION QUALIFICATIONS

Bachelor's degree in Community Education, Community Health Services, Training and Education, Social Work, or a related field with a minimum of five to seven years of related professional experience involving the management of special projects, budgetary accountability, grant writing, professional prevention field work and interactions with youth groups; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Background checks are required for all staff who have direct contact with minors involved in youth-serving programs. Must be able to successfully complete QPR (Question, Persuade, Refer) Gatekeeper training and other evidence-informed curricula. Certified Youth or Adult Mental Health First Aid Instructor preferred. Candidates who are not currently certified instructors but have completed MHFA training and demonstrate a commitment to obtain instructor certification within 90 days of hire (or as soon as training is available) will also be considered.

DESIRED SKILLS AND ABILITIES

- Facilitative Leadership Skills – Ability to bring about an outcome (such as learning) in large groups, small groups, and one-on-one scenarios; able to promote collaboration and coordination across programs and services.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- Interpersonal - Ability to get along well with a variety of personalities and individuals; ability to build inclusive partnerships that bring together a diverse array of stakeholders to engage in authentic collaboration.
- Creative - Ability to produce new concepts, ideas, and innovative solutions.
- Excellent Communication Skills – Ability to organize and convey ideas clearly in writing and verbally.
- Critical Thinking – Ability to analyze and evaluate an issue in order to form a judgment.

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ABOUT PREVENTION FIRST

Prevention First is a nonprofit and the leading organization for knowledge-building and the dissemination of evidence-based prevention strategies. Our mission is to equip communities with resources and support to build pathways that prevent substance misuse and promote safety and lasting well-being for all through training, education, and partnerships. Since 1980, Prevention First has provided training, technical assistance, and resource materials to thousands of schools, community groups, parents, and youth. We specialize in building the capacity of practitioners to build and sustain effective community coalitions to prevent substance abuse, develop comprehensive strategic prevention plans, and select and implement appropriate evidence-based prevention strategies. We are funded through the Illinois Department of Human Services and offer our services throughout the state.

We offer an exceptional benefits package to our full-time employees (80% and above):

- Paid Time Off Accrual System (eligible day 1)
- Paid holidays
- Medical, dental & vision
- 401(k) plan (eligible after 90 days, vested after 1 year)

This is a full-time, FLSA-exempt position, reporting to the Director of Resource Centers. We have locations in both Chicago and Springfield. The starting salary is \$61,000.

Prevention First is committed to creating a diverse environment and is proud to be an equal opportunity employer. We're committed to having an inclusive and transparent environment where every voice is heard and acknowledged. We are dedicated to equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin, and all the other unique characteristics that make us different.

APPLICATION

We strongly encourage people from underrepresented groups to apply. Please e-mail your cover letter and resume to humanresources@prevention.org.