

*Connecting care with a culture of comprehensive wellness*

## Job Description

**Job Title:** Program Manager  
**Department:** Behavioral Health  
**Program:** Zero Suicide  
**Reports To:** Director of Behavioral Health  
**Employment Category:** Regular Full-Time  
**FLSA Status:**  Exempt or  Non-Exempt

**Position Summary:** The Zero Suicide Program Manager coordinates the implementation of the Zero Suicide Model of suicide prevention and safer suicide care at American Indian Health and Family Services. The Program Manager leads an interdisciplinary and agency-wide implementation team that supports and carries out multiple components of the *Zero Suicide- A Collaborative Spirit of Hope, Wellness and Healing for our Community Project*, which focuses on preventing suicide amongst adults aged 25 and above in the Southeastern Michigan area.

### Essential Duties and Responsibilities:

- Oversee all components of the project, including training, evaluation, screenings, outreach and strategies to develop and expand partnerships.
- Supervise program staff, interns, and volunteers as assigned.
- Train and/or coordinate trainings for health, mental health, substance abuse providers, and the public in identifying, assessing, managing and treating adults at risk for suicide. Provide organizational trainings and information on the Zero Suicide model.
- Works closely with Evaluation Contractor to develop evaluation plans, coordinate evaluation components and ensure timely reporting and publication of results. Attend evaluation team meetings as needed.
- Coordinate and attend regional and local meetings with community partners. Establish and maintain a system of communication with community partners, e.g., governmental and non-governmental bodies, social service/advocacy organizations, representative industrial organizations.
- Submit monthly and yearly reports, submit goal tracking data to SAMHSA using government reporting tools, prepare studies, publications, announcements, and other published materials (i.e., press releases, social media, announcements) to promote public understanding of and support for the Project.
- Using the Zero Suicide steps for quality improvement in suicide prevention and care, review operating and performance results, compare them to established objectives, and correct unsatisfactory results. Prepare and present results as required.
- Coordinate implementation team meetings and preparation of meeting agendas. Arrange for staff to record minutes and/or record minutes, and oversee completion of action items.
- Collaborate with implementation team members and agency programs/departments to develop systems and models of care that integrate Traditional Healing and culture.
- Provide outreach/referral services to target population in order to provide short and long-term services to at-risk adults to address crisis issues; coordinate and put in place workflows to ensure follow up with individuals at risk for suicide, and effective use of a suicide care pathway amongst registered clients.
- Coordinates community outreach to increase community involvement in current programming and research projects; attends local, regional, and national events to increase awareness and involvement of the program and agency in local health care events, resources, agreements, and partnerships.

- Distributes educational materials in the community to inform clients of upcoming events and distributes information on mental health and other appropriate resources. Provides information on the Zero Suicide Program and suicide prevention to community members at events and through in person, over the phone, email, or virtual communication.
- Develop and implement project specific policies and procedures.
- Assists with data collection and maintains confidential records according to HSIRB and HIPAA standards and protocols.

**Other Duties and Responsibilities:**

- Assists in planning, preparation, and staffing on and off-site community events such as health fairs, education and wellness conferences, cultural events and pow-wows.
- Other duties as assigned.

**Education/Experience:** Master's degree in public health, social work or related field from an accredited college or university preferred. Minimum of two years grant management and project management experience. Minimum of one-year experience in suicide prevention and/or research. Supervision experience preferred. Must be able to demonstrate requirements during the interview process.

**Additional Qualifications:**

- Must be self-directed.
- Must be able to maintain confidentiality, handle crises, and tolerate stress professionally.
- Must be able to multi-task and delegate in order to complete multiple goals simultaneously.
- Valid MI Chauffeur's license: other credential or licenses must be kept current and consistent with applicable regulations.
- Ability to maintain a flexible work schedule, including evenings, weekends and overnight or extended travel as necessary.
- Ability to promote an alcohol, tobacco and drug-free lifestyle.
- Ability to apply proficient understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to read and comprehend simple instructions, short correspondence and memos.
- Ability to assist with mental health screening, assessment, and crisis interventions and/or strong desire to undergo training and clinical supervision to receive or enhance skills in crisis intervention.
- Must be able to provide formal and informal instruction in person and virtually to clinical and non-clinical staff, community members, and community partners in the area of mental health and suicide prevention; willing to undergo training to certify as an instructor in one or more courses.

**Other Requirements:** Familiarity and/or experience working with the Native American community; respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American community, as well as an ability to work with other racially, culturally and ethnically diverse populations, preferred.

**Work Environment/Physical Demands:** The characteristics and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is often required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).**

**Acknowledgement of Receipt**

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ENTERED INTO PERSONNEL FILE BY: \_\_\_\_\_ DATE: \_\_\_\_\_

*Revised: 9/22/2021*