



## American Indian Health and Family Services Of Southeastern Michigan, Inc.

Minobinmaadziwin "A Good Life"

### Job Description

**Job Title:** Program Assistant

**Department:** Behavioral Health

**Program/s:** Zero Suicide

**Reports To:** Program Manager, Zero Suicide Program

**Employment Category:** Full-Time

**FLSA Status:**  Exempt or  Non-Exempt

**Position Summary:** The Zero Suicide Program Assistant works directly with the project team to assist with activities such as data entry, screening for risk of suicide and mental health, partnership building, outreach and awareness activities, and coordinating and delivering trainings. The position provides assistance for the Zero Suicide Prevention Project and all related program activities. In collaboration with Local, County, State, Regional, and National Suicide Prevention authorities, crisis centers, and Mental Health and Social Service organizations, the project promotes and utilizes evidence-based practice (EBP) interventions and treatment strategies as well as culturally-infused Practice-Based Evidence to expand the safety net of suicide prevention and intervention for adults in Southeastern Michigan.

#### Essential Duties and Responsibilities:

- Assists with data collection, data entry, uploading and managing data and files appropriately (physically and electronically). Maintains confidential records, follows both HIPAA and HSIRB protocols and requirements.
- Collects, compiles and submits data on completed goals and objectives to SAMHSA's Performance Accountability and Reporting System (SPARS). Relying on data and recorded milestones, assist with preparing and writing progress reports as needed.
- Screens adult community members in the Southeastern Michigan area for suicide risk and contributing risk factors for suicide (depression, anxiety, SUD, PTSD).
- In collaboration with behavioral health clinicians, assesses level of suicide risk and provides brief interventions (safety planning) and rapid referral to services.
- Identifies appropriate programs and services, and provides referrals for at-risk adults (and families) to short and long-term behavioral health services to address crisis issues, and non-mental health supports (e.g., advocacy, social services/supports, and resources).
- Works directly with the project Evaluation Team to update and manage data requirements, and participates in data analysis and presentation of results.
- Assists with presentations and collaboration with the Community Focus Group as needed.
- Directly collaborates with all agency departments, services and projects to provide program services, activities, supporting integrative care principles, and traditional healing and culture.
- Assists with promoting and implementing the Zero Suicide approach to suicide prevention and safer suicide care at AIHFS during staff trainings and events, and assist with coordinating the Zero Suicide Implementation Team.
- Educates the target community on various outreach programs and agency programs for health and well-being. Distributes educational materials in the community and informs clients of upcoming events or programs. Recruits qualified volunteers to assist with project activities.

- Assists in planning, preparing, promoting, and staffing community events and program related events (on and off-site) such as screenings, training and education opportunities, conferences, health fairs and workshops, education and wellness conferences, and cultural events.

**Other Duties and Responsibilities:**

- Interacts with community to determine methods of promoting health promotion/disease prevention information including but not limited to alcohol, tobacco and drug (ATOD) education, mental health and suicide prevention, nutrition and physical activity. Supports and participates in inter-agency task forces and committees devoted to suicide prevention and related activities.
- Educates the target community on medical, behavioral health and health education outreach programs and the importance of utilizing the agency programs for health and well-being.
- Attends trainings, workshops, and conferences (in person and online), reviews secondary sources/public health information, and reviews and compiles material on local, state, national, and international resources and organizations, and utilizes information and data to remain up to date on the field of suicidology and prevention.

**Education/Experience:**

**Required:**

- Minimum of Associates Degree required. Equivalent coursework and experience will be considered.
- Minimum of one year experience as project/program assistant or administrative assistant.
- Minimum of one-year experience in behavioral health/social services.
- Must have working knowledge of Microsoft Office package.
- Must be able to demonstrate requirements during the interview process.

**Preferred:**

- One year of demonstrated experience in suicide prevention and outreach with individuals at risk for mental illnesses or disorders.

**Additional Qualifications:**

- Must be self-directed.
- Must be able to maintain confidentiality, handle crises, and tolerate stress professionally.
- 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.
- Experience with Data Collection.
- Must complete the following Trainings: Mental Health First Aid, Applied Suicide Intervention Skills Training or safeTALK suicide awareness training, Counseling on Access to Lethal Means Training and Means Restriction Training.

**Other Requirements:** Familiarity and/or experience working with the Native American community preferred; must be able to respect and receive 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.

**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 20 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: 2-26-2020*