



Job Description

Job Title: Suicide Prevention Action Network (SPAN) Coordinator
Department: Crisis Department
Reports To: Vice President of Strategy & Engagement
Job Status: Regular, Full-Time, Hourly
Date Prepared: August 2020
Date Reviewed:

STATEMENT OF THE JOB

Provide day to day oversight, leadership, and consultation to SPAN Advisory Board and workgroups.

ESSENTIAL FUNCTIONS

1. Attend and assist the SPAN board chair in facilitating monthly SPAN Advisory Board meetings.
2. Engage key stakeholders in SPAN and promote active engagement.
3. Participate in community collaboratives focusing on suicide prevention.
4. Partner with ISK Project Director to develop and implement a suicide prevention training plan.
5. Serve as primary contact for SPAN, facilitating and assisting with planning initiatives that support suicide prevention best practices.
6. Assist in reporting of community trainings and policy changes related to suicide prevention.
7. Work as liaison between SPAN, Gryphon Place, and Integrated Services of Kalamazoo.
8. Maintain and update records for SPAN Advisory Board and Workgroups.
9. Assist in planning and coordinating SPAN events.

EDUCATION AND EXPERIENCE

1. Bachelor's degree required
2. At least 3 years' experience in human services or related field preferred

KNOWLEDGE / SKILLS / ABILITIES

1. Ability to prioritize tasks and manage time in an effective and efficient manner.
2. Must be detail oriented and possess excellent verbal and written communication skills.
3. Advanced computer skills including word processing, spreadsheets, database management and e-mail.
4. Preferred license: Valid Michigan Motor Vehicle Operator's license.

SCHEDULE

Monday through Friday 8am – 5pm with ability to flex schedule as needed with approval from Vice President of Strategy & Engagement.

PHYSICAL REQUIREMENTS:

This is largely a sedentary role; however, some other tasks are required. This would require the ability to lift, bend, sit or stand as necessary, view computer screens for long periods of time as well as require the ability to lift at least 20lbs.

This job description in no ways states or implies that these are the only duties to be performed by the employee(s) incumbents in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

Apply with cover letter and resume by September 13

E-mail: LHarden@Gryphon.org