

# **JOB DESCRIPTION**

JOB NUMBER—047

**JOB TITLE:** Youth Suicide Prevention Specialist  
**JOB LOCATION:** Eureka, CA  
**SUPERVISOR:** Youth Programs Coordinator  
**SUPERVISES:** N/A  
**STATUS:** Non-Exempt  
**COMPENSATION:** \$52,000–58,000, DOE, Non-exempt

## **AGENCY DESCRIPTION:**

Located on the beautiful North Coast, the Northern California Indian Development Council, Inc. is a private nonprofit corporation that annually provides services to 14,000 to 15,000 clients statewide. NCIDC was established in 1976 to research, develop, and administer social and economic development programs designed to meet the needs of Indian and Native American Communities; to provide support and technical assistance for the development of such programs, and the conservation and preservation of historic and archeological sites and resources.

## **GENERAL FUNCTION:**

Under the direction of the Youth Programs Coordinator, and in consultation with the NCIDC Youth Division key staff, the Youth Suicide Prevention Specialist helps to develop and implement a youth suicide prevention campaign involving young adults, community partners, and other key stakeholders. The goal of the program is to reduce incidents of suicide ideation and attempts and to provide support for youth contemplating self-harm. This program is primarily funded under a grant from the State of California through the Sierra Health Foundation.

## **RESPONSIBILITIES:**

- Reviews current literature and best practices related to youth suicide prevention.
- Provided support to youth in their delivery of various workshops and sessions as well as in the creation of outreach and media projects to promote youth suicide prevention.
- Co-facilitates the NCIDC Youth Advisory Board (YAB) and ensures that youth participate in regular meetings and provide feedback. Ensures that the YAB hosts at least two listening sessions per year.
- Works with partner organizations which offer training for our youth on relevant topics.
- Provides support to NCIDC Youth program staff and community partners on managing youth media centers in Del Norte, Humboldt, Siskiyou, and Trinity County
- Participates in regular convenings and trainings of the primary funder to learn best practices for implementing the youth outreach and media campaign.
- Works with Da'luk Clinical staff for referrals to counseling, including access to individual and group counseling services as well as case management.
- Collect data and submit required data to the NCIDC Data Analysis Unit. Reviews data reports prior to submission to the State of California and the Sierra Health Foundation.
- Completing the program reporting requirements.

- Managing policies, procedures and forms in collaboration with the Da'luk Social Worker, Clinical Supervisor, and Assistant Director.
- Assists with Youth Division day-to-day duties: planning and coordinating convenings, events, and workshops, as needed. Assists with recruiting efforts for Youth Outreach community engagement and participation.
- Refer clients to appropriate community resources.
- Participate in trainings/workshops to continue development, relating to Youth Outreach Program objectives.
- Performs other duties as necessary or as requested by your Supervisor.

#### **APPLICATION REQUIREMENTS:**

- Valid California Driver's License or State Identification
- Background Check (LiveScan)

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Social Work, Business Administration, or other related fields
- At least 1–2 years as a previous Program Coordinator professional or other experience in a relevant field, such as organizing, Tribal government, policy-advocacy, the non-profit or legal services sector, or education sector
- At least 1–2 year of office management, administrative, or assistant experience
- Dependable, punctual, and able to maintain a high level of confidentiality about sensitive and personal information
- Experience working with consultants or partners on completing projects
- Ability to plan and implement community meetings, trainings, and other events, including developing a timeline and materials and following up with participants

#### **DESIRED QUALITIES:**

- Demonstrated success in building and maintaining relationships with Native communities, Native-led organizations, and Local Tribes;
- Strong public speaking and meeting/training facilitation skills, especially when working with people from diverse backgrounds, professions or knowledge bases;
- Familiarity with, and commitment to, the mission and vision of the NCIDC

**LANGUAGE ABILITY:** Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write complex correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

**MATH ABILITY:** Basic math skills. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate and figure amounts such as discounts and percentages.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standard situations.

**EQUIPMENT/COMPUTER SKILLS:** To perform this job successfully, an individual should have knowledge of word processing software and spreadsheet software. Basic internet usage. Ability to use a MAC computer is preferred but not required.

**CERTIFICATES AND LICENSES:** California Driver's License, clean DMV record. Valid vehicle insurance.

**WORK ENVIRONMENT:** The noise level is usually moderate.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands finger, handle or feel. Be able to reach with hands and arms and talk and hear. The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ACKNOWLEDGMENT:** I have read the job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

The job duties, elements, responsibilities, skills, functions, experience, education factors, requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that the employ may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or a work environment change. I further understand that my employment is at-will and thereby understand that the employer or I may terminate the employment relationship at any time, with or without cause.

*Native American Hiring Preference will be given to qualified American Indians per Policy Statement 915.027 on Indian Preference under Title VII.*