

**CHEYENNE RIVER SIOUX TRIBE  
TRIBAL HEALTH DEPARTMENT  
(TECA GRANT)  
SUICIDE EDUCATION PREVENTION COORDINATOR**

**DESCRIPTION OF WORK**

**General Statement of Duties:** The Suicide Education Prevention Coordinator will assist with the functioning of the CRST Suicide Prevention, Intervention and Postvention project. Provision of preventative and educational services to the service population in a tribally-specific and culturally appropriate manner. As needed monitors the Suicide Education Prevention Assistant.

**Supervision Received:** Works under the immediate supervision of the Chief Executive Officer

**Supervision Exercised:** Supervises Suicide Education & Prevention Administrative Assistant

**EXAMPLE OF DUTIES (Duties may include but are not limited to the following):**

**Assist in tracking / monitoring suicide ideations, attempts, and contagions for the Cheyenne River Sioux Tribe.**

**Assist in the development and implementation of culturally-appropriate community relevant prevention, intervention and postvention strategies as deemed appropriate by WWCS Director and Clinical Supervisor.**

**Foster coalitions and networks to improve care coordination.**

**Coordinates with school administration and staff to provide education and resources for staff and students.**

**Provide public speaking educational opportunities to schools, community events, families and provides data reports to the supervisor.**

**Types correspondence, budget, grant reports, memos, forms, brochures and flyers and other materials requiring for training or activity purposes.**

**Establishes and maintains filing system for correspondence and will be required to retire information as requested.**

**Seeks grant funding for suicide prevention, intervention, and postvention activities.**

**Will do outreach in schools and communities as well as individuals within a family.**

**Works with media advertising in a variety of settings, (KIPI Radio, West River Eagle, etc.), for the education of suicide prevention.**

**Collaborates with other tribal youth programs, school counselors, families and communities.**

**Assists in providing education in the school systems, communities and provide public outreach prevention activities.**

Performs other related work as required by supervisor.

## **MINIMUM QUALIFICATIONS**

**Required Knowledge, Skills and Abilities:** Applicant must have thorough computer knowledge and ability to work with computers information systems. Data collection and analysis, program design and implementation and management skills are essential. Must be able to provide positive interactions with public as well as professional staff. Must have working knowledge of available resources and be familiar with the working other tribal programs, be familiar with the workings of the hospital and clinics. Must be able to work on own initiative with little supervision. Must have strong verbal, written, analytical and interpersonal skills and sound organizational skills.

**Education:** Must possess a High School diploma or GED certificate. Candidate should have a minimum two (2) year associate degree or higher level of college education in or closely related field required.

**Experience:** Must have a minimum of three (3) years' experience working directly with a grant program and/or three (3) years' experiences in suicide prevention, community education, public mental health or other related human service field. Experience working with youth, community and other related programs preferred. Working knowledge of office equipment, Microsoft Office, Excel, Word and Outlook. Proven record in public speaking and written skills in mandatory reporting.

**Special Requirements:** Must possess a South Dakota driver's license and be insurable under Tribal liability insurance policy. Must either possess or be able to obtain CPR within two (2) month of hire and keep certification current. Incumbent is subject to the CRST Drug and Alcohol Testing Policy and Tribal/local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647, and Resolution No. 86-2013-CR. Must be certified in Mental Health First Aid and Question, Persuade, Refer Instructor Training within 3 months of hire. Must be certified in QPR Gatekeeper Certification, Mental Health First Aid and Question, Persuade, Refer Instructor Training within 2 months of hire.

**Confidentiality:** Must adhere to all State and Federal Confidentiality/Privacy Act Rules and Regulations. Confidentiality is very important when working in the Health Department. It is expected that all matters pertaining to individual problems will be kept confidential. Failure to comply will be caused for dismissal. This position is strictly prohibited from participating in political activity.

Incumbent will be required to participate in Privacy Act and HIPPA Training upon hire.

Employees of the Cheyenne River Sioux Tribal Health are expected to conduct themselves on and off the job in a manner which will bring credit to the organization. Employees are to refrain from offensive conduct or using offensive language towards the public, Tribal Officials, or other employees on social media or in public. Failure to comply will be cause for dismissal.

All Tribal Health positions are vital to the healthcare field and should a crisis or emergency happen you will be required to work per your supervisor's discretion.

This position of strictly prohibited from participating in political activity.

**Date Created 08-09-23**