ACT OUT Program Coordinator
(grant funded position)

Department: Counseling Services
FLSA Status: Exempt
Grade/Level: N/A
Work Schedule: M-F; 8:30 a.m. to 5:00 p.m.; 12 months; evenings and weekend as needed.

Job Status: 1. 0 FTE
Reports To: Director of Counseling Services
Amount of Travel Required: < 10% local travel
Positions Supervised: None

Position funded by a three-year grant from SAMHSA and is not a guaranteed position after the completion of the grant. Position begins on September 23, 2021 and runs through September 29, 2024.

POSITION SUMMARY:

Under limited supervision provides clinical support and programming/outreach activities related to suicide prevention. Performs essential functions personally or in conjunction with designated personnel or outside vendors/experts.

ESSENTIAL FUNCTIONS (Duties and Responsibilities):

Reasonable Accommodations Statement

Reasonable Accommodations may be made to enable qualified individuals with physical or mental disabilities that substantially limit one or more "major life activities" to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

Essential Functions Statement(s) To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

Provides clinical time towards providing support and response to those students who are experiencing suicidal ideations or related mental health conditions.

Implements programming and outreach activities focused on suicide prevention and awareness.

Prepares status and progress reports in accordance with grant conditions and in order to track effectiveness.

Establishes and maintains ongoing partnerships with local agencies to provide future collaboration towards program development and sustainability.

Other Job Functions:

Other Duties as assigned

POSITION QUALIFICATIONS: (The **minimum** knowledge, skills, abilities, licenses, certifications, necessary to perform the essential functions of the job.)

KNOWLEDGE (Defines the mental aspects of the job. Knowledge is obtained through **education, experience, training, licensure, certification, or through a combination of the aforementioned.)**

Minimum Qualifications: Master's level degree in psychology, social work, or public health.
Desired Qualifications:

LICENSE or CERTIFICATION (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.) N/A

LPC or LPC-Associate

Attend and demonstrate knowledge and proficiency in QEP Training.

SKILLS (The application of knowledge by the manual, verbal, or mental manipulation of data, words, people, or things necessary to perform the essential functions of the job.)

To fully meet job expectations, the incumbent must:

- Effectively and efficiently utilize Microsoft Office (Word, Excel, Outlook, PowerPoint) or appropriate alternative software to the extent required to perform essential functions.
- Communicate effectively using a variety of styles and techniques appropriate to the audience.

ABILITIES (*Natural talents*, *developed proficiencies*, and or *other job-related requirements* necessary to perform the essential functions of the job. This section includes ***observable behaviors or behaviors that produce observable*** results.)

To fully meet job expectations, the incumbent must have the ability to:

- maintain current and detailed knowledge surrounding mental health and suicide trends and apply knowledge in a college environment;
- demonstrate basic data collection and analysis knowledge;
- maintain current licensure to enable clinical support;
- travel locally to interact with program partners;
- demonstrate professionalism in appearance, communication and behavior;
- exhibit high levels of professional integrity and understand and abide by confidentiality protocols;
- work collegially with all levels of staff and faculty;
- participate as part of a team, appropriately sharing information and assisting where needed;
- maintain consistent attendance and arrive to work on time.

PHYSICAL REQUIREMENTS: The following represent the physical requirements of the essential job functions: Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling, climbing, running, providing assistances to persons in distress and minimal unassisted lifting (up to 20 pounds) associated with the job duties is required.

WORK ENVIRONMENT: Typical environment is an office setting with moderate noise. May work in other locations on or off campus to include outdoors.

DISCLAIMER: The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. ***It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.*** Additional functions and requirements may be assigned by the supervisor as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Executive Signature: _____ Date: _____