



Suicide Support Program Director

Job Summary

The LOSS Team Program Director is part of a coordinated outreach team that partners with local law enforcement to provide immediate crisis support and long-term support to individuals impacted by suicide loss. The LOSS Team is an active model of post-intervention of suicide survivors who go to the scenes of suicides to offer support, provide information to the victims about resources, and be a beacon of hope. LOSS Team employees provide case management to survivors of suicide. In addition, the program director provides suicide prevention support, presentations, and training to the community.

The director of our Suicide Support Program oversees the activities of all suicide prevention, intervention, and postvention efforts, including directing the L.O.S.S. Team, leading support groups and classes, sharing prevention information, and delivering training to the community.

Job Responsibilities

Response & Survivor Support:

- Availability for rotating 24/7 on-call shifts.
- Collaborate with law enforcement and L.O.S.S. Team volunteers when there is a death by suicide.
- Respond to crisis calls and calls for assistance following a death by suicide (sometimes responding while in the office and other times while on-call).
- Complete all after-action data reporting.
- Support family members long-term with regular contact.
- Schedule and facilitate the 8-week grief class.
- Attending support groups and special events for survivors.
- Debrief with LOSS Team members after completing a crisis.

Community Relations:

- Responsible for managing community partnerships.
- Represent the LOSS Team at community events.
- Form and administer special events (fundraising/administrative committees).
- Form and administer special events committee work.

Training Coordination:

- Deliver training to community stakeholders (agencies, churches, others).
- Participate in various training courses on suicide and suicide prevention.

Program Administration:

- Communicate with the executive director weekly about the program, client, and employee needs/concerns.
- Purchase program supplies (nondiscretionary spending only) (discretionary spending needs approval).
- Administrative lead for LOSS Team staff and volunteers.
- Administer background checks and supporting documentation for LOSS Team members.
- Recruit LOSS Team members (volunteers).
- Collaborate with the Executive Director on budgeting for the LOSS Team.
- Volunteer resource management (recruiting, scheduling, training, engagement, thanking, and removing).
- Manage and Update thank you letter content.
- Co-design and produce advertising flyers for programs and events.
- Answer phones and manage messages and responses.
- Share responsibility for office cleaning.

Required Skills:

Responding to the scene of a suicide and providing support to families and friends following a suicide loss requires flexibility, patience, strong communication skills, advocacy skills, and empathy.

- Must be a caring, compassionate individual.
- Must be skilled in building trusting relationships.
- Must be willing to work with and serve all demographics.
- Organized and great communication skills.
- Ability to solve problems and make decisions in chaotic and/or stressful situations.
- Ability to work flexible hours.
- Display appropriate, professional, healthy boundaries and exercise mature judgment.
- Complete tasks and meet clients' needs promptly.
- Ability to manage multiple cases efficiently and effectively.
- Adapt well to changing priorities.
- Effectively work as a team.
- Maintains personal and professional integrity and keeps all client information confidential.

Required Qualifications

- Pass pre-employment drug screening.
- Must be able to pass a background check.

Hiring Preferences

- Lived experience as a survivor of suicide.
- Must have a valid driver's license and reliable transportation.

- Prefer some experience/education in suicide prevention, suicide loss, and grief.

Physical Demands & Environmental Conditions

An employee must meet the demands described here to perform essential functions of the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- This job is performed inside and outside of an office setting.
- This job is performed in all weather conditions when necessary.
- This job may require long periods of sitting or standing.
- This unique position requires team members to have strong emotional skills and handle high-stress and chaotic situations while maintaining strong personal mental health.
- At times, essential job functions may prohibit sleep, cause emotional and mental stress, and other unique challenges associated with being a first responder.

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties to meet the organization's needs.

How to Apply

Please email your application, including the following materials, to bmarsall.journey@gmail.com. Applications can be addressed to L.O.S.S. Team Program Director Search Committee. Review of applications will begin September 1, 2023, and continue until the position is filled.

Application must include:

- Cover letter
- Resume
- Question responses document addressing the following questions:
 1. How has suicide impacted your life?
 2. What is your approach to time management in high-stress situations and frequent sudden changes to priority shifts?
 3. What is your approach to leadership, and why are you a qualified leader for this position?
 4. What methods do you use to promote mental wellness for yourself and others?