



COMMUNITY HEALTH  
IMPROVEMENT PARTNERS  
*making a difference together*

## COMMUNITY HEALTH IMPROVEMENT PARTNERS POSITION DESCRIPTION

**POSITION TITLE:** SPC Training & Outreach Coordinator

**LOCATION:** San Diego

**DEPARTMENT:** Suicide Prevention Council

**REPORTS TO:** SPC Program Manager

**SUPERVISES:** Interns

**FLSA STATUS:** Non-Exempt

### GENERAL SUMMARY

Community Health Improvement Partners (CHIP) is a registered 501(c)(3) nonprofit organization that serves as a leader in employing innovative, collaborative solutions for addressing critical community health issues across California. CHIP works to assess community health needs, engage stakeholders, and advocate to help create policy, systems and environmental changes that reduce health disparities. CHIP's vision is for everyone to have the opportunity to achieve optimal health and well-being. CHIP facilitates several public health focused programs and initiatives including the Farm to Institution Center (F2I), Independent Living Association (ILA), Recovery Residence Association (RRA), Care Court Locator Program, Resident Leadership Academy (RLA) and the San Diego County Suicide Prevention Council (SPC). The Program Coordinator will provide operational support primarily to the San Diego County Suicide Prevention Council (SPC). To learn more about CHIP, visit: [www.sdchip.org](http://www.sdchip.org).

### POSITION SUMMARY

Since 2010, the County of San Diego, Diego Health and Human Services Agency (HHSA) Behavioral Health Services (BHS) department has contracted with CHIP to establish, facilitate, expand and most recently update the San Diego County Suicide Prevention Action Plan (SPAP) and the San Diego County Suicide Prevention Council (SPC). The SPC is a coalition that works to engage diverse stakeholder groups in promising practices and implementation of the SPAP that prevent suicide and its harmful effects in multiple arenas: schools, media, higher education, faith, assessment/evaluation, priority populations, postvention and other vital community areas. For more information, please visit [www.spcsandiego.org](http://www.spcsandiego.org). CHIP is currently seeking a full-time SPC Training and Outreach Coordinator. The primary responsibility of this position is to serve as lead for program training and outreach activities related to the implementation of SPC tactical plans, events, meetings, partner connections, communications, logistics, and the implementation of the core values, vision, and mission of CHIP.

CORE COMPETENCIES REQUIRED

<i>Experience</i>	<i>Organizing/Planning</i>	<i>Adaptability</i>
<i>Communication-Oral/Written</i>	<i>Social Skills</i>	<i>Time Management Skills</i>

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Training Implementation (55%)*

- Leads organizing and coordination of program trainings, trainers and logistics (materials, scheduling, data, reporting, etc.) related to the implementation of SPC trainings countywide in order to meet monthly goals under the supervision of SPC Program Manager
- Serves as a Question, Persuade, Refer (QPR) trainer to meet the demand of requested QPR training requests
- Serves as an Applied Suicide Intervention Skills Training (ASIST) trainer to meet the demand of ASIST requirements
- Serves as a SPC First Responder Suicide Prevention (FRSP) trainer to meet the demand of FRSP requirements
- Serves as a liaison for the LGBTQIA+ Safer Spaces Training implementation training requirements
- Assists in overseeing existing data entry systems for analyzing, sharing and evaluating results of all SPC training programs and activities
- Works with SPC Training and Outreach Subcontractor to ensure SPC trainings requirements are being met

*Program Development/Community Relations (20%)*

- Facilitates and guides the Training and Education Subcommittee with guidance and support from the Program Manager
- Supports Program Manager in conducting presentations to community groups about the SPC as requested
- Coordinates program outreach in target communities to share program purpose, resources and publicize events (e.g. provide presentations to community groups, table at community events, distribute educational materials, participate in other collaboratives representing the SPC, send SPC correspondence to potential partners, etc.)
- Attend key community meetings to outreach to target populations to share SPC program purpose, and to publicize events and upcoming trainings

### *Training Coordination (10%)*

- Assists SPC Program Manager and SPC Program Coordinator as a liaison to offer resources and respond to training requests of the Suicide Prevention Council membership
- Updates and maintains SPC training volunteers and related trainer lists including databases
- Provides operational support to Vice President of Community Health & Engagement, Program Manager, and Program Coordinator, including coordinating outreach and communications support for the San Diego County Suicide Prevention Council (SPC) and all subcommittees as necessary
- Provides coordination assistance with SPC related meetings, events, and activities (e.g. food/refreshments, room set up, equipment set-up, audio/visual support, zoom links, handouts, etc.) as necessary
- Provides support for SPC special events (e.g. Annual Stakeholders Meeting, Annual Faith Breakfast Event, Suicide Prevention Press Conference, etc.)

### *Program Marketing (10%)*

- Develop content for SPC social media presence and maintain social media postings, especially relating to SPC training programs
- Assists in updating SPC website and other online social media platforms/ to promote and share about SPC program trainings
- Develops, coordinates, designs, and disseminates program print materials, visuals, literature and other collateral materials (e.g. event flyers, Eventbrite online registration, packets, etc.)
- Takes pictures/videos at program events/trainings to capture work in action

### *Managing (5%)*

- Manages and trains program trainers, interns and Program Assistant (if necessary)
- Assists Program Manager with tracking and managing program training budgets & related expenditures
- Assists Vice President of Community Health & Engagement & Program Manager with grant proposals and progress reports as requested
- Assists with program development and strategic planning as requested

### **OTHER DUTIES AND TASKS**

- Provides support and staffing time for events and special overall CHIP projects; including but not limited to CHIP Anniversary Celebrations and Fundraising events
- Additional responsibilities and duties as directed

## **QUALIFICATIONS**

Incumbents must demonstrate the ability to follow policies and procedures as established in the Community Health Improvement Partners Employee Handbook. Incumbents will also contribute to a positive work environment by behaving and communicating in a manner such that they get along with all constituent groups, co-workers, and management. In addition, the education, experience, and other skills listed below are representative of the knowledge, skills, and/or abilities required.

## **EDUCATION, EXPERIENCE AND SKILLS**

- Bachelor's or Associate degree in Social Work, Public Health, or related field preferred
- Positive, enthusiastic presence with good public relations, phone and communication skills necessary
- Proficiency with Windows-based software (MS Word, Excel; Access, PowerPoint, Outlook) required
- Proficiency with Zoom Video Communications
- Experience in website management and print materials design preferred
- Minimum of two years of community outreach experience required
- Familiarity and/or experience in the field of suicide prevention and/or mental health helpful
- Bilingual in English and Spanish helpful
- Self-directed, motivated, creative and organized necessary
- Ability to work in a team environment required
- Ability to work on multiple projects, prioritize and meet deadlines/evolving expectations with fast pace environment necessary
- Excellent oral and written comprehension and communication skills, e.g. dictation, spelling, grammar and proofreading required
- Must possess outstanding outreach skills and be detail-oriented

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The physical demands/conditions described below are representative of those that must be met/tolerated by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Sitting at a desk for sometimes long and continuous periods of time
- Answering/making calls on the telephone for sometimes continuous periods of time
- Using a keyboard to perform research, and to communicate through written means for sometimes long and continuous periods of time
- Looking at a computer monitor for sometimes long and continuous periods of time
- Occasionally standing, walking, reaching, talking, listening, and stooping
- Lifting up to 30 lbs.
- Exposure to low to the moderate noise level
- Outdoor tabling and exposure to weather elements

## **COMPENSATION**

**\$24.30 – \$25.50 per hour.** Non-exempt status. Full-time status - 40 hours per week. Full benefits package.

## **HOW TO APPLY**

Please send your CV/resume and cover letter to [spcsandiego@sdchip.org](mailto:spcsandiego@sdchip.org) by May 31, 2024.