

STATE OF NEVADA

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC AND BEHAVIORAL HEALTH**

Bureau of Child, Family & Community Wellness
Nevada Office of Suicide Prevention
445 Apple Street, Suite 104
Reno, Nevada 89502
Telephone (775) 687-0856 Fax (775) 689-2067

**STATE OF NEVADA
OFFICE OF SUICIDE PREVENTION
Announces Recruitment for:**

**Project Aware
Youth Mental Health First Aid Program Coordinator**

Applications are being accepted for a position for the Office of Suicide Prevention in the Division of Public and Behavioral Health. **This is a non-state position which will be hired through a temporary employment agency.** This is a temporary position contingent upon continued grant funding through September of 2019.

LOCATION: Nevada Office of Suicide Prevention, Reno, Nevada with travel to Pershing, Humboldt and Lander Counties regularly.

RECRUITMENT OPEN: April 8 through April 21, 2015. Résumés must be received by 5:00 p.m. on the closing date.

SALARY: Up to \$23.00 per hour

WORK HOURS: Up to 40 hours per week

THE POSITION: The Department of Public and Behavioral Health is recruiting for a Now Is The Time-AWARE Federal Grant Youth Mental Health First Aid (YMHFA) Coordinator. Under the direction of the Office of Suicide Prevention, the incumbent will be responsible for the day-to-day implementation of the project ensuring program activities are culturally appropriate, and local education agencies (LEAs) and their communities are directly involved in the process and planning. The YMHFA Coordinator will work with the Office of Suicide Prevention, the Department of Education, school districts, Frontier Community Coalition, and the project leadership committee. This person will be responsible for sub-grant management and guiding the planning process to develop local and statewide cooperation and integration of Youth Mental Health First Aid. **The position is a non-state position and will be hired through a temporary employment agency.** Extensive rural travel will be required.

The YMHFA program coordinator will be responsible for:

- Assessing, monitoring, controlling and reviewing all sub-grant activities, including ensuring the timely submission of all performance reports and that all grant activities are in compliance with appropriate NV Department of Education, SAMHSA and federal requirements and regulations.
- Interfacing with project evaluators.

- Creating protocols and timelines for YMHFA project implementation aimed to create positive change with the following goals:
 - To provide a safe and respectful learning environment for all of our students through increasing mental health literacy of adults who interact with school-aged youth;
 - To promote the behavioral and mental health of students through school-based prevention and early identification efforts increasing the awareness of mental health issues among school-aged youth; and
 - To build awareness, connection and infrastructure across local and state entities that increase capacity to provide access to mental health support.
- Implement and coordinate Project Aware in assigned communities.
- Recruit, coordinate and support the YMHFA training team across the state.
- Maintain records to ensure budget compliance.
- Provide technical assistance to service providers regarding program operations.
- Participate in decision-making related to future program and financial needs.
- Participate in staff development and training.
- Attend meetings and facilitate communication with local partners.
- Work cooperatively with a variety of groups and agencies.
- Establish and maintain clear communication and cooperative working relationships with students, parents, staff, and school administration through announcements, email, letters, telephone communications, and attendance at meetings.
- Participate in the writing of proposals, agreements, and memoranda of understanding;
- Serve on interdisciplinary teams.
- Provide local data for inclusion in reports to the grant funders.
- Perform related duties, as assigned.

The program coordinator will report to the Suicide Prevention Coordinator regarding the status of the assigned projects, including current status of schedules, work completion, milestones, process, project quality and delivery.

PREFERRED QUALIFICATIONS: An earned Master’s degree preferred or Bachelor’s Degree required in mental or behavioral health, education, social work, community management or related field. Expertise in bringing diverse partners together, as well as experience with grant management, program development, professional youth development, training and program evaluation preferred.

TO APPLY: Please submit a resumé which details your education and your employment history to include: employer’s name, address and telephone number, your supervisor’s name and title, your position title and responsibilities, ending salary, reason for leaving, and the name and contact information for three professional references to include your most recent supervisor.

Please also include an attachment to your resumé which describes your experience in the areas listed below:

- 1) Implementing an evidence-based prevention program;
- 2) Experience with youth mental health support;
- 3) Coordinating and collaborating with diverse community groups and constituents;
- 4) Working in or with school/community-based behavioral health programs;
- 5) Data collection and analysis;
- 6) Experience with quality assurance and evaluation; and
- 7) Providing public education and training.

Absence of experience in a particular area is not necessarily disqualifying.

SELECTION PROCESS: Application materials will be screened and those candidates deemed most qualified will be invited to interview.

Special Notes: A criminal history background check is required and the applicant is responsible for the processing fee plus any additional fees for the rolling of fingerprints. Possession of a valid Nevada driver's license is a condition of employment.

The department does not employ through contract those who are current state employees or those who have been a state employee within the past two years.

Submit Résumé To: Misty Allen, Suicide Prevention Coordinator
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