

State Suicide Prevention Coordinator Position Descriptions

Three state suicide prevention coordinator position descriptions have been provided from three different U.S. states. Two of these position descriptions are from actual posted positions, and one is the official job description of the coordinator position housed within the state’s authorized suicide prevention agency. Location, contact information, and salary information have been removed from these position descriptions, but the core content of the qualifications, duties, expectations, and focuses of the positions have been kept to serve as examples for other states.

Directions for Use of State Coordinator Position Descriptions

If your state is looking to create a state suicide prevention coordinator position for the first time, to move a state suicide prevention coordinator’s duties from part-time to full-time status, or to update your state coordinator position description, you can use these examples to guide your position description content. **The position descriptions here provide strong examples of state coordinator position descriptions that follow a multifaceted, public health approach to suicide prevention.**

Brackets throughout the position descriptions identify areas where content needs to be localized or updated to accurately reflect your state suicide prevention coordinator expectations. However, *please note that these position descriptions are intended to serve as examples.* Your state’s coordinator position description should follow your state suicide prevention agency’s preferred format and address your state’s unique suicide prevention plan and needs.

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De-Identified Example 1: State Coordinator Position Posting

The **[State Name]** Department of **[Department Name]** is hiring a state suicide prevention coordinator to guide the implementation of the department's suicide prevention program for the state of **[State Name]**. The person chosen will work closely with key stakeholders across the state to update and implement a state suicide prevention plan to address the increasing number of suicide deaths in the state.

Responsibilities include, but are not limited to ***[Add to/edit/remove/replace items as needed in this list.]***:

- Providing suicide prevention vision and guidance to key stakeholders (e.g., education; substance use prevention, treatment and recovery providers; child welfare; justice; military) as they address suicide deaths and suicidal behaviors
- Developing and implementing upstream approaches to mental health promotion and suicide prevention programs for **[State Name]** utilizing a public health approach
- Working with community-level prevention organizers to promote collaboration and best practices in suicide prevention
- Providing strategic planning and program evaluation technical assistance to coalition members and partners
- Overseeing suicide funding application processes and monitoring suicide prevention contracts

To be successful in this position, you need to be able to work effectively on a team, build partnerships, have good organization and time management skills, and effectively manage multiple projects with varying deadlines. You should be able to think systemically, value data, and recognize that suicide is a complex issue and prevention requires a multitude of strategies and interventions.

Our ideal candidate ***[Add to/edit/remove/replace items as needed in this list.]***:

- Has work experience in the prevention field, with knowledge of the Strategic Prevention Framework
- Will be able to achieve **[Certified Prevention Specialist certification or appropriate state equivalent]** within three years of hire
- Has the knowledge to manage grants, contracts, and budgets
- Has knowledge of public health principles relevant to suicide prevention, intervention, and postvention efforts
- Has knowledge and experience with the state behavioral health system

Experience required includes a minimum of a bachelor's degree and five years working in administration or management of institutional activities or community programs. Although this position will not work directly with clients, an understanding of clinical services for suicide prevention is integral to the skill set we are seeking.

The job is located in **[Location]** and does not offer the option of working remotely. The ideal candidate will be joining a team of experienced professionals working collaboratively to address behavioral health issues through a prevention lens. Starting pay is **[Salary]**. Benefits, including health insurance and retirement, are available.

For more information and to apply, go to **[Link]**. The posting will be available until **[Date]**. Contact **[Person, Contact Information]** for additional information.

De-Identified Example 2: State Coordinator Position Posting

Job Description:

The state suicide prevention coordinator will serve as a regional suicide prevention specialist and oversee suicide prevention efforts on a statewide level. The coordinator will work with the **[Statewide Coalition Name]** and other state-level policy entities, and will be a primary resource for evidence-based suicide prevention strategies. The coordinator will be the team leader for suicide prevention and early intervention efforts in **[State Name's]** communities.

The state suicide prevention coordinator must collaborate with local community prevention professionals to successfully educate key local stakeholders about suicide prevention and engage them as part of community coalitions. The job requires that the suicide prevention professional be able to facilitate and assist in leading coalitions in identifying and achieving suicide prevention goals by developing and implementing a data-driven strategic plan.

Qualifications *[Add to/edit/remove/replace items as needed in this list.]*:

Master's degree in counseling, social work, psychology, public health, public administration, sociology, education, or other health-related field, and/or four years of clinical or suicide prevention experience strongly preferred; bachelor's degree and a minimum of two years directly relevant experience required.

- Ability to relate to and effectively communicate with people from all economic, racial, age, ethnic, and social groups
- Strong desire to provide non-judgmental, appropriate assistance to persons in need
- Ability to effectively deal with complex issues
- Ability to establish and maintain effective working relationships with program staff and service providers
- Ability to effectively motivate and train others
- Demonstrated interest and/or skills in human services
- Strong oral and written English language skills
- Strong organizational skills
- Support for and ability to carry out the mission of the agency
- Follow agency policies, including with personnel and programs

Knowledge and Skills:

- Relevant education in a broad range of suicide prevention and early intervention strategies and concepts
- Ability to share prevention and wellness concepts with diverse audiences
- Full understanding of the public health prevention model and various methodologies for suicide prevention

Duties:

- Recruit statewide and regional coalition members
- Foster community among regional suicide prevention coalitions
- Present educational and informational materials
- Facilitate strategy selection and design, utilizing epidemiological data with assistance of the **[State Epidemiological Outcomes Workgroup (SEOW) or Appropriate Data Body]**
- Research and provide information about evidence-based programs, policies, and best practices
- Be knowledgeable and current about trends in suicide and suicide prevention in order to increase access to mental health services
- Attend required trainings
- Record and collect project documentation
- Work collaboratively with other divisions and programs in the state of **[State Name]** (e.g., Children's Services, Department of Education, Department of Correction), as well as other state agencies
- **[Adapt or remove this section as appropriate, including letters a-e]** Provide training for health, substance abuse, mental health providers, and others.
 - Provide suicide prevention trainings to providers and/or community members
 - a) Promote, coordinate, and organize trainings
 - b) Provide **[Name of Evidence-Based Training]** gatekeeper training
 - c) Provide **[Name of Evidence-Based Training]** suicide assessment and management training
 - d) Provide other trainings as needed
 - Track demographic and statistical data on participants at suicide prevention trainings
 - e) Complete evaluation documents in an accurate and timely manner
 - Maintain certification as a **[Name of Evidence-Based Training]** trainer

Tasks That May Be Performed:

- Maintain current state suicide statistics
- Act as a clearinghouse/knowledge base for all suicide prevention efforts/programs in the state
- Coordinate and publish best practices for prevention and resilience activities
- Establish relationships and maintain partnerships with local and state suicide prevention organizations
- Provide oversight and maintenance of regional suicide prevention coalitions
- Develop policies and procedures, and monitor suicide prevention program performance measures
- Use mental health communication strategies and social marketing as part of comprehensive prevention programming
- Coordinate program's website and social media efforts
- Strengthen partnerships with agencies that serve groups at higher risk of suicide, such as military families; and substance abuse, foster care, juvenile justice, Native American, Latino/Hispanic, and LGBTQ populations

De-Identified Example 3: State Coordinator Position Description

General Information

Purpose of the work unit:

The **[Department Unit Name]** exists to coordinate state and local efforts that address mental health promotion, substance abuse prevention, and the prevention of death and disability in **[State Name]** due to unintentional and intentional injuries. These efforts are conducted through health policy, legislation, public awareness and education, training, assessments, and intervention programs. ***[Replace the following sentence with strategies and programs being led by your relevant state body]*** The **[Authorized Suicide Prevention Agency Name]** houses the suicide prevention community grant program, the suicide commission, the Zero Suicide initiative, gatekeeper trainings, and the suicide prevention training grants program.

Purpose of this position:

The purpose of this position is to provide strategic oversight, leadership, direction, and execution of suicide prevention initiatives, strategy, and grant funding. This position is responsible for suicide prevention strategy and program implementation, including serving as the content expert on suicide prevention and intervention for the state of **[State Name]** and leading and overseeing all programs of the **[Authorized Suicide Prevention Agency Name]**, including a community grant program, all means restriction education initiatives, the Zero Suicide initiative, education and awareness programs, the statewide emergency department and hospital outreach and education programs, the **[Statewide Suicide Prevention Coalition]**, gatekeeper trainings, and suicide prevention grant programs. This position stimulates change related to suicide prevention through informing or developing policy initiatives that are data driven and based on research.

This position is responsible for:

- Overseeing a **[dollar amount]** annual budget that includes ***[Replace the following list to accurately represent your state funds for suicide prevention]*** state, federal, and foundation funds from a variety of different sources, dollar amounts, and funding timelines
- Serving as the lead writer of the ***[Replace the following report with any report(s) that will be overseen by the state coordinator in your state]*** annual **[Authorized Suicide Prevention Agency Name]** legislative report
- Serving as the lead on identifying available federal and foundation grants and serving as the lead writer on all suicide prevention grant proposals
- Representing **[Authorized Suicide Prevention Agency Name]** and suicide prevention when requests are submitted from the media, the governor's office, the legislature, and the public

This position:

- ***[Add to, edit, or remove the following duty to accurately represent any supervision responsibilities required in your state]*** Provides direct supervision to **[other position name(s)]**

- Provides oversight for technical assistance to local programs and the development and implementation of evaluation plans for prevention programming
- Establishes and maintains partnerships with key stakeholders in suicide prevention, public health, behavioral health, and academia at the local, state, and national levels
- Requires strong strategic and program planning, technical writing, and leadership skills
- Is responsible for building and maintaining relationships internally and statewide with diverse and varied stakeholders
- Requires strong verbal and written communication skills, including strong presentation skills in front of small and large audiences
- Must possess expertise in group facilitation, action planning, and public health policy strategies
- Requires strong verbal and written communication skills, as it is responsible for building and maintaining relationships with state, community, and national stakeholders in suicide prevention and behavioral health promotion

Primary Job Duties

[Add to, edit, or remove the following duties to accurately represent the role of the state suicide prevention coordinator in your state.]

Program Management (35%):

Duty Description:

Oversee, monitor, and implement the goals and objectives of **[Authorized Suicide Prevention Agency Name]** programs, including a community grant program, all means restriction education initiatives, the Zero Suicide initiative, education and awareness programs, and the statewide emergency department and hospital outreach and education programs, the **[Statewide Coalition Name]**, gatekeeper trainings, and crisis and suicide prevention grant programs.

Identify and interpret public health data to plan and evaluate suicide prevention projects, and to identify ways to fill gaps in statewide suicide prevention initiatives.

Disseminate and oversee suicide prevention resources and community grants, and provide technical assistance to local grantees and partners.

Identify gaps in resources for various population groups and geographic regions.

Provide leadership for the implementation and evaluation of prevention strategies.

Serve as the lead for the **[Authorized Suicide Prevention Agency Name]** community grant programs and other community funding projects, including drafting and disseminating all requests for applications; leading application review and award processes; and overseeing all scopes of work, budgets, renewals, and reporting requirements for all recipients of **[Authorized Suicide Prevention Agency Name]** funds.

Be aware of and respond to new state, federal, and foundation funding opportunities for suicide prevention and serve as the lead writer on all opportunities for funding related to suicide prevention.

Evaluate the relevance and importance of theories, concepts, and principles in order to tailor them to develop a different approach or plan to fit specific circumstances and overcome obstacles.

Promote development of prevention activities in the state by disseminating information on prevention priorities and providing information on prevention strategies, best practices, educational materials, and other resources to partners and stakeholders.

Know and adhere to all fiscal and contracting rules and expectations.

Demonstrate cultural competence in project planning, implementation, and evaluation.

Identify and maximize opportunities to enhance suicide prevention activities through collaboration or integration within branches and divisions and across state agencies.

Analyze and interpret process and outcome data.

Provide written documentation for project proposals and reports.

Provide specific examples of regular, ongoing decisions made by this position related to this duty.

This position:

- Determines how to break down and apply the implementation of suicide prevention and evidence-based strategies in a manner relevant to achieve state objectives
- Determines parameters to implement all programs while maintaining the agency's mission
- In directive situations, uses judgment and resourcefulness to interpret circumstances in a variety of situations and establish guidelines that direct how the project will be implemented
- Determines how to work with local grantees and partners to manage disagreements among stakeholders about approved strategies for local prevention efforts
- Decides the most effective way to work collaboratively with the appropriate stakeholders when discussing best practices and to enhance their understanding of best practices and how those may/should affect funded projects
- Engages new stakeholders statewide to extend the reach and impact of suicide prevention efforts to new partners and new regions of the state
- Uses available data to set program priorities and identify high-need populations and regions of the state
- Determines fiscal priorities and how to best deploy staff to maximize resource allocation for unit activities
- Makes recommendations to the **[Authorized Suicide Prevention Agency Name] [Agency Head]** regarding how to best align **[Authorized Suicide Prevention Agency Name]** programs with other **[Agency Name]** programs to ensure an integrated approach to program implementation and evaluation occurs

In performing this duty, provide examples of typical problems or challenges encountered by this position.

Typical challenges encountered by this position include: 1) balancing the strategic vision with local suicide prevention priorities; 2) focusing the work of local programs on public health primary prevention strategies while leveraging existing funding for secondary and tertiary prevention; 3) adjusting timing and content based on political realities, direction from decision-makers, and alignment with the strategic plan and best practices; 4) and aligning messages on suicide prevention across the state.

There are a number of diverse and strongly held opinions on the direction of suicide prevention programs at the state, local, and national levels, such as focusing on treatment and recovery instead of primary prevention, providing crisis services, and engaging in projects that may be perceived as controversial. These may pose particular challenges in decision-making.

There will be difficulty determining what type of funding opportunities to pursue in order to meet **[Authorized Suicide Prevention Agency Name]** branch, division, and departmental goals.

There will be difficulties in getting contracts written appropriately and in a timely manner. Sometimes changes by the legislature, including funding increases or decreases, result in difficulty at the state level in coordinating the contracting/purchasing processes.

There will be difficulty in ensuring that contractors perform all the work and submit for reimbursement for that work in a timely manner.

Provide the guidance used to resolve the problems or challenges listed above.

This position will use guidance set by professional standards, the agency's available technology and resources, and established project objectives. Guidance on effective prevention strategies comes from the Centers for Disease Control and Prevention (CDC), Substance Abuse and Mental Health Services Administration (SAMHSA), Suicide Prevention Resource Center (SPRC), and American Foundation for Suicide Prevention (AFSP). Additionally, this position will apply known and established theory, principles, conceptual models, professional standards, and precedents in order to determine their relationship to the problem and identify solutions.

Partnership Development (20%):

Duty Description:

Develop and maintain partnerships to build support and enhance resources for suicide prevention in **[State Name]**, including support for **[Authorized Suicide Prevention Agency Name]** priorities and recommendations of the **[Statewide Coalition Name]**.

Identify and engage potential strategic partners at the local, state, and national levels to facilitate the implementation and evaluation of state-level prevention recommendations.

Identify how suicide prevention projects support the priorities and activities of the larger **[Replace the following strategic plan with whatever plan(s) your state suicide prevention plan would be encompassed within: Violence and Injury Prevention strategic plan]** and the shared risk and protective factor framework.

Communicate effectively and work collaboratively with diverse partners to identify roles and expectations of partnerships for implementing **[Authorized Suicide Prevention Agency Name]** initiatives and priorities.

Advise internal and external partners on the implementation and evaluation of **[Authorized Suicide Prevention Agency Name]** initiatives and priorities.

Demonstrate effective skills in relationship building, negotiation, facilitation, communication, and conflict resolution with partners and stakeholders.

Participate in state and national networks and coalitions working in suicide prevention, intervention, and postvention.

Provide specific examples of regular, ongoing decisions made by this position related to this duty.

This position determines what and where the interests and activities of partners align with suicide prevention priorities and are complemented through recommendations of **[Statewide Coalition Name]** and other **[Authorized Suicide Prevention Agency Name]** priorities.

This position determines the best mechanisms for proactively communicating with partners and stakeholders.

This position identifies opportunities to leverage funding that will help multiple programs achieve or evaluate their outcomes in the most efficient manner possible.

In performing this duty, provide examples of typical problems or challenges encountered by this position.

This position must discover issues in the suicide prevention community that are not being addressed and must engage a diverse group of stakeholders to assess and clarify problems and possible strategies for improving prevention practices. Additionally, this position must ensure that stakeholders are informed enough of project activities to leverage opportunities for collaboration and prevent duplication.

Provide the guidance used to resolve the problems or challenges listed above.

Guidance on the implementation of effective strategies and how to leverage funding from other agencies to complement comprehensive programming comes from professional standards, the agency's available technology and resources, and established program objectives. Guidance regarding effective suicide prevention strategies comes from SAMHSA, CDC, SPRC, the National Action Alliance for Suicide Prevention (Action Alliance), existing published literature, and communities within **[State Name]** and nationally that have experience implementing effective programs. In addition, this position will apply known and established theory, principles, conceptual models, professional standards, and precedents in order to determine their relationship to the problem and identify solutions.

Content Expertise (15%):

Duty Description:

Serve as the statewide content expert on suicide prevention and intervention, including the public health approach to suicide prevention, the integration of behavioral health and physical healthcare, means restriction education, the Zero Suicide Framework, and safe suicide prevention messaging. Additionally, serve as an expert on best practice community, systems, and policy-level prevention approaches.

Support the **[Statewide Coalition Name]** as needed and provide effective training and technical assistance (T/TA) to stakeholders and local communities.

Help the people of **[State Name]** understand the scope of issues related to common risk and protective factors for suicide and encourage public action toward greater suicide prevention strategies and recommendations.

Maintain professional and current knowledge of suicide prevention best practices, emerging research, and surveillance data.

Collaborate with other prevention programs to leverage evaluation resources, making the most of available indicators.

Update the **[Authorized Suicide Prevention Agency Name]** and **[Statewide Coalition Name]** strategies and recommendations to reflect any adjustments to priorities, opportunities for collaboration, available indicators, leveraged resources, and changes in other statewide and national funding priorities.

Serve as a representative on state and national boards, collaboratives, and/or partnerships relevant to suicide prevention and intervention, to align and support initiatives that further the priorities and recommendations of the **[Authorized Suicide Prevention Agency Name]**.

Develop and submit proposals to local, state, and national conferences to promote suicide prevention initiatives and priorities and to share evaluation results of **[Authorized Suicide Prevention Agency Name]** initiatives.

Provide specific examples of regular, ongoing decisions made by this position related to this duty.

This position is responsible for knowing and staying up to date on suicide-related data and research, suicide prevention strategies and recommendations, and innovative strategies in the field. Because of the limited budget of the **[Authorized Suicide Prevention Agency Name]**, this position is required to understand and be familiar with the highest need parts of the state and most impacted populations in the state in order to make data-driven program and funding decisions.

This position determines strategic partnerships and leverages existing partnerships to advance suicide prevention efforts in **[State Name]**.

This position identifies opportunities to leverage funding that will help elevate suicide prevention initiatives and priorities in **[State Name]**.

In performing this duty, provide examples of typical problems or challenges encountered by this position.

This position is required to analyze data from a number of sources, including data on the etiology, socioeconomic consequences, and contributing risk and protective factors of suicide and mental illness. After analyzing this data, the position must reach conclusions about project priorities and processes in order to best prevent suicide. This position must know and decide how to apply research-based theories and principles related to the prevention of suicide.

Based on the literature, this position determines what interventions and practices are research- or evidence-based and appropriate for application in **[State Name]**.

Using a shared risk and protective factor approach, this position must leverage this program to reach shared outcomes across stakeholder groups.

Provide the guidance used to resolve the problems or challenges listed above.

This position will use guidance set by professional standards, the agency's available technology and resources, and established program objectives. Guidance regarding effective suicide prevention strategies comes from SAMHSA, CDC, SPRC, the Action Alliance, existing published literature, and communities within **[State Name]** and nationally that have experience implementing effective programs. Additionally, this position will apply known and established theory, principles, conceptual models, professional standards, and precedents in order to determine their relationship to the problem and identify solutions.

Public Education and Awareness (5%):

Duty Description:

This position educates the public and raises awareness about suicide prevention, intervention, and postvention. This position travels around the state speaking to groups (i.e., public and mental health professionals, business groups, schools, law enforcement, survivors of suicide loss, health care providers) about risk and protective factors and resources for prevention. This position responds to public and professional inquiries about suicide. This position responds to policy-related questions in the areas of mental health and suicide.

This position develops and disseminates educational materials statewide and upon request. Materials include information specific to youth, men of working age, older adults, LGBTQ individuals, Hispanic and Latino individuals, veterans, and first responders, and on the safe storage of means.

This position represents **[State Name]** when the governor's office or legislature requests information about **[Authorized Suicide Prevention Agency Name]** or suicide and suicide prevention in general. This position is the lead writer on the annual **[Authorized Suicide Prevention Agency Name]** report to the ***[Replace the following state-level decision-makers with the leadership your state coordinator reports to]*** Joint Budget Committee, the Senate Health and Environment Committee, and the House Health and Human Services Committee.

Provide specific examples of regular, ongoing decisions made by this position related to this duty.

This position is responsible for knowing and staying up to date on suicide-related data and research, suicide prevention strategies and recommendations, innovative strategies in the field, and new education and awareness campaigns at the local, state, and national levels.

This position determines what data and information should be shared with the media and partners to the media to encourage safe reporting on suicide regardless of the story or coverage.

This position determines what new educational materials to develop and disseminate and what existing materials to update.

In performing this duty, provide examples of typical problems or challenges encountered by this position.

This position must reach conclusions about education and awareness priorities and process in order to best promote suicide prevention in **[State Name]**.

Based on the literature, this position determines what education and awareness practices are research- or evidence-based and appropriate for dissemination in **[State Name]**.

Provide the guidance used to resolve the problems or challenges listed above.

This position will use guidance set by professional standards, the agency's available technology and resources, and established program objectives. This position must be familiar with and apply safe messaging strategies developed by SPRC and the American Association of Suicidology.

Supervision (20%):

Duty Description:

This position directly supervises three full-time professional staff positions in the **[Authorized Suicide Prevention Agency Name]**. This position will also supervise any new positions related to suicide prevention that are created through federal or grant dollars in the future. This position provides coaching and mentoring as part of this supervision in the areas of technical assistance, training, and content expertise on suicide prevention for community, statewide partners, and stakeholders.

Specific duties include the following:

- Establish work schedules, monitor workflow, assign workloads, and provide training as necessary.
- Ensure quality and quantity of performance and that program objectives are met.
- Work with staff to solve problems and develop new skills.
- Write and review performance plans and evaluate employee performance.
- Resolve employee performance problems, disputes, and informal grievances, and initiate corrective actions as needed.
- Review and approve leave requests and work time, recommend promotions, and sign personnel action forms.
- Initiate hiring process, provide subject matter expertise to HR during the comparative analysis process, interview applicants, and make hiring decisions.
- Maintain up-to-date knowledge of department and statewide policies and procedures.
- Regularly communicate and document performance and programmatic expectations. Ensure staff receive required training and development to most effectively perform their jobs.
- Monitor completion and quality of work of supervisees, including regular review and feedback, delegation of appropriate work, and implementation of project management principles.
- Mentor staff in project development, management, and training to maximize staff skills and abilities in the area of community consultation.
- Model direct, clear, consistent, and respectful communication.
- Complete performance planning according to **[Authorized Suicide Prevention Agency Name]** policies and guidelines, including assisting supervisees in identifying goals that serve their professional development.

- Complete performance evaluations according to **[Authorized Suicide Prevention Agency Name]** policies and guidelines, providing clear, direct, and comprehensive feedback. Demonstrate respect for diversity and inclusivity in managing supervisees.
- Address performance issues or conflicts in a timely, fair, and effective manner, alerting section and branch level managers of personnel issues.
- Utilize effective rewards and recognition to inspire outstanding performance.

Provide specific examples of regular, ongoing decisions made by this position related to this duty.

Determine best methods to maximize employee performance.

Determine justification of ratings of below or above standard for direct reports to the reviewer and provide supporting documentation and rationale of ratings.

Decide how to address problems or conflicts in a timely, fair, and effective manner and resolve disputes, including informal grievances.

Determine work assignments, workloads, and work schedules.

Decide when it is appropriate to do performance improvement plans, counseling forms, and written corrective actions, and which is most appropriate for the given circumstance.

Decide the work duties assigned to subordinate staff and how to describe the duties in each employee's position description.

Decide the work hours for assigned staff, work locations, and how to manage a safe working environment.

Make hiring decisions for subordinate staff, after consulting with the **[Agency Head]** and assign employees to subordinate positions.

Decide procedures for direct reports to request annual leave and sick leave and decide whether to approve leave requests. Decide appropriate coding and approval of timecards for subordinate staff.

Decide how to structure employees' time and effort in the context of the program goals and how to reward and motivate employees so that morale remains as high as possible.

Decide how to budget funding for staff within the program.

In performing this duty, provide examples of typical problems or challenges encountered by this position.

Work assigned is frequently adjusted due to changing demands from higher level requests and outside influences. This position provides ongoing coaching and consultation with direct reports to support effective prioritization of time and effort and formulates adjustments to ensure alignment with unit priorities and maximize the efficiency and effectiveness of the work unit.

This position is involved in a range of personnel issues and actions including, but not limited to, hiring, promoting, demoting, and disciplining staff. This position must decide how to go about taking timely and appropriate action, provide for appropriate investigation and communication and, if needed, initiate corrective actions and follow up on any necessary additional progressive discipline.

This position manages and resolves workplace disagreements and conflicts while sustaining a high level of employee engagement. This position is responsible for building and maintaining proper unit morale and an environment conducive to a healthy, safe, and productive workplace.

Provide the guidance used to resolve the problems or challenges listed above.

Under supervision of the **[Authorized Suicide Prevention Agency Name] [Agency Head]**, guidance is from the state of **[State Name]** constitution, state of personnel board rules and personnel director's administrative procedures, as well as **[Authorized Suicide Prevention Agency Name]** policies, vision, mission, and core values.

Other duties as assigned (5%):

Duty Description: Performs other duties as assigned to support department and division objectives.

Provide specific examples of regular, ongoing decisions made by this position related to this duty.

Additional duties may be assigned to this position as a member of the **[Authorized Suicide Prevention Agency Name]** team.

In performing this duty, provide examples of typical problems or challenges encountered by this position.

This position will need to manage duties and competing priorities to ensure that work and deliverables are completed in a timely manner.

Provide the guidance used to resolve the problems or challenges listed above.

This position refers to the funding agreement(s), collaborative guiding principles, and other guiding documentation when solving challenges, and follows all department protocols for managing conflict or responding to stakeholder questions and concerns. This position consults with the **[Authorized Suicide Prevention Agency Name]** manager and **[Authorized Suicide Prevention Agency Name] [Agency Head]** for guidance and recommendations as necessary.