



CONTRACT ANNOUNCEMENT

Position: Idaho GLS Grant Program Coordinator

Term: November 13, 2023 through June 15, 2024

Organization: Idaho State Department of Education

Funded by: The Garrett Lee Smith State/Tribal Youth Suicide Prevention and Early Intervention (GLS) grant from the Substance Abuse and Mental Health Services Administration

School Choice and Student Engagement Director:

Michelle Clement Taylor

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Youth Suicide Prevention Program Coordinator:

Hannah Crumrine

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Classification: Full-Time Contract Position

Position Description: Under the guidance of the Superintendent, the Director of School Choice and Student Engagement, and the Youth Suicide Prevention Coordinator, the GLS Grant Program Coordinator will help support all activities of the Idaho GLS grant including providing youth suicide prevention trainings, programs, consultations and resources, managing training and program logistics, and other administrative duties. The GLS Grant Program Coordinator will report directly and regularly to the Youth Suicide Prevention Coordinator and collaborate with other Idaho Youth Suicide Prevention Program (IYSP) contractors.

Scope of Work: The Director of School Choice and Student Engagement desires the GLS Grant Program Coordinator perform, and the GLS Grant Program Coordinator agrees to perform, in addition to any other work as may be directed by the Idaho State Department of Education (SDE), the following:

I. Program Administration

1. Communicate regularly with the SDE, including attending meetings as requested.
2. Work closely with the SDE and its contractors to ensure coordination and uniformity of messaging, activities, and resources.
3. Assist the SDE and its contractors to ensure the Garrett Lee Smith State/Tribal Youth Suicide Prevention and Early Intervention Grant standards, performance, outcomes, and reporting requirements are met.
4. Assist with delivery of required trainings and program materials to support secondary schools receiving Sources of Strength programs using SDE approved applications and request forms.
5. Assist with revision, collection and review of secondary school Sources of Strength applications for GLS Cohort 14.
6. Assist with selection of and support for GLS Cohort 14 secondary schools in preparation for Sources of Strength training for Fall 2024.
7. Conduct suicide prevention trainings that support the GLS grant activities to non-school youth and young-adult-serving as well as provide all follow up materials such as post-evaluation survey links, certificates of completion, and supporting materials as needed.
8. Respond to requests for technical support, information, consultations, and resources related to suicide prevention, intervention, and postvention from Idaho schools and other youth serving organizations.
9. Maintain communication with SAMHSA-sponsored Technology Transfer Center and review resource materials as needed.
10. Maintain communication with the GLS Project Advisory Committee (PAC) members to receive input and provide resources when needed.
11. Assist with obtaining and distributing early intervention/mental health curriculum and materials for elementary schools.
12. Coordinate with and provide clinical information to BPA Health Community Program Manager or Regional Clinical Case Managers (RCCMs).
13. Assist the SDE with logistics, marketing, outreach, and follow-up for annual clinician regional trainings in Assessment and Treatment of Suicide Risk.
14. Maintain any training certifications necessary to support youth suicide prevention activities outlined in GLS grant application.
15. Complete all required data reporting requested by the SDE and/or required by national suicide prevention trainings or programs by which you are certified.
16. Participate in training and/or conference opportunities aligned to suicide prevention as needed for certification or professional development.

Travel is required for this position estimated at 25% of time.

This position will be working up to an estimated 40 hours per week including travel time.

Minimum Qualifications

- a. Bachelor's degree in mental health, health, education, or related field
- b. Minimum two years' experience in suicide prevention or mental health field
- c. Willingness to learn suicide prevention, intervention, and postvention best practices
- d. Willingness to become a certified trainer in suicide prevention programs
- e. Experience managing complex or demanding activities/projects
- f. Ability to meet goals and expectations in a timely manner
- g. Ability to travel statewide as requested
- h. Strong speaking, listening, presentation, writing, and computer skills
- i. Demonstrated ability to work with individuals from diverse backgrounds

Preferred Qualifications

1. Clinical mental health license
2. Experience coordinating trainings, programs, or projects
3. Experience facilitating adult and youth trainings
4. Current certifications in evidence-based suicide prevention programs and trainings
5. Familiarity with prevention science and suicide prevention in general

Compensation: The compensation for the above deliverables for a full-time GLS Grant Program Coordinator is \$78,000.00 annually (\$6,500.00 monthly). Contractors hired after June 15, 2023 will receive a prorated compensation amount. The contractor will bear all costs, fees, and expenses associated with the execution of the work including certification in youth suicide prevention programs or trainings.

This is a contract position, the GLS Grant Program Coordinator will not be an employee of the SDE, and as such the SDE does not provide any employment benefits. The contractor will need to provide and show proof of Professional Liability Insurance. A current Criminal Background Check must be provided.

**To apply, submit the following documents to
Hannah Crumrine, hcrumrine@sde.idaho.gov**

1. Resume
2. Cover letter that addresses all qualifications and scope of work.
3. Phone number and email address for three professional references.