

## NAMI Utah Position Description

**Position:** Prevention and Promotion Specialist, Prevention by Design

**Reporting to:** Prevention by Design Program Manager

**Status:** Part-time, 20 hours per week

**Salary:** \$11 - \$12 per hour

**Closing Date:** Open until filled

### **Scope of Responsibilities:**

- A. Assist the program manager in managing the action plan for the “Utah Prevention by Design Project” which is being used for the purpose of enhancing current prevention and promotion efforts in the areas of:
  1. Suicide
  2. Mental health/illness
  3. Whole health
  4. Substance use disorders
  
- B. Assist with overseeing plan implementation in collaboration with current prevention programs including, but not limited to, the following:
  1. The Substance Abuse and Mental Health Services Administration (SAMHSA)
  2. Utah Department of Health
  3. Utah Division of Substance Abuse and Mental Health
  4. Utah State Office of Education
  5. Local mental health authorities, substance use disorder directors and prevention coalitions
  
- C. Assist with managing the “Prevention by Design Project” in the following areas of concentration:  
**Community Partnerships**
  - I. Assist in identifying and establishing Community Boards across the state following the Communities that Care (CTC) model and collaborate and partner with existing community councils and work groups in disseminating information and implementing the “Prevention by Design Project”.
  - II. Assist in providing each Community Board with information and training of the risk/protective factors model as well as point-in-time data in each area as listed in number one above.
  - III. Assist with providing technical assistance to participating communities in the completion and/or development of all data elements needed for completion of the community profile, and full risk/protective factors template including survey methods to gather new data.
  - IV. Upon completion of the community profile, assist with providing each community board with technical assistance to prioritize the recommendations and to make decisions about implementation activities within the capabilities of that community.
    - a. Attend council/coalition meetings for plan subcontractors as directed by the Program Manager to provide the necessary support and communication that the subcontractors may require
    - b. Communicate regularly with subcontractor representatives to provide the assistance and ongoing support that they may need to implement their respective plans including but not limited to reporting deadlines, program billing and the like
    - c. Collect and prepare report data and information necessary to monitor subcontractor plan implementation and progress
    - d. Assist with preparing periodic reports that may come due to the Utah Division of Substance Abuse and Mental Health
    - e. Provide up-to-date prevention and promotion resources, information, support, advocacy and education to at-risk and underserved populations throughout Utah.

- f. Serve on various prevention based committees or workgroups as directed by the Program Manager including but not necessarily limited to the Community Awareness Committee (of the Suicide Prevention Coalition), Healthy Relations Committee, Army OneSource taskforce and other similar committees or workgroups
- g. Support and assist with Nami's presence on and help to the Utah Suicide Prevention Coalition
- D. Assist with the "Prevention by Design Project" through **Prevention and Promotion Coordination**
  - I. Assist with collaboration with the NAMI Utah Public Relations Department for ongoing promotion, awareness and education of the "Utah Prevention by Design" projects.
- E. Assist with **School-based Efforts** as directed by the Program Manager on a periodic basis as follows:
  - I. Coordinate the Hope for Tomorrow school based periodic newsletter
  - II. Assist with periodic updates to the Hope for Tomorrow curriculum, evidence based designation efforts and DVD production
- F. Assist with managing the "Prevention by Design Project" through concentration on **At-risk and Underserved Populations**

**Qualifications:**

- A. High school graduation or GED required.
- B. Must be able to pass background check annually.
- C. Knowledge of NAMI Utah or demonstrated ability to learn about and support mission of organization.

**Skills and Abilities:**

- A. Strong interpersonal skills and the ability to work with diverse and at-risk populations.
- B. Ability to professionally collaborate and communicate with various individuals and agencies.
- C. Ability to listen empathetically, support and offer appropriate assistance to individuals and family members.
- D. Ability to remain calm in crisis situations.
- E. Ability to professionally handle confidential or sensitive information.
- F. Strict adherence to professional boundaries.
- G. Ability to manage time effectively and productively work independently.
- H. Ability to complete tasks and fulfill assignments within deadlines.
- I. Ability to work as an effective team member, including willingness to take on and fulfill assignments. Examples include: answering phones when in office, keeping common space neat and tidy, assisting in major NAMI Utah events and completing position-specific duties as assigned by direct supervisor.
- J. Ability to follow organizational protocols, such as notifying of sick leave, requesting vacation, expense request and reimbursement policies.

**How to Apply:**

Please submit a resume, cover letter, and 3 references to Kim Gardner, Prevention by Design Program Director at [kimg@namiut.org](mailto:kimg@namiut.org)