

**Mississippi Department of Mental Health
Bureau of Human Resources
239 North Lamar Street
1101 Robert E. Lee Building
Jackson, MS 39201**

**www.dmh.ms.gov
(601) 359-1288**

**Program Administrator, II
Director of Suicide Prevention
Bureau of Outreach, Planning, and Development**

This position is available in the MS Department of Mental Health's (DMH) Bureau of Outreach, Planning, and Development. The position will be responsible for all suicide prevention efforts for DMH.

Responsibilities include but are not limited to:

- Working with DMH staff and Certified Providers, advocates, state agencies, family members, and consumers to ensure the goals and objectives in the state's suicide prevention plan are met.
- Developing progress reports for the state's suicide prevention plan.
- Coordinating quarterly suicide prevention workgroup meetings.
- Coordinating the annual suicide prevention symposium.
- Planning and executing suicide prevention activities during Suicide Prevention Awareness Month in September.
- Maintaining a partnership with the Department of Health's (MSDH) Bureau for Adolescent Health to establish training for public health staff and clinical staff outside of MSDH related to suicide intervention and prevention.
- Acting as the lead for Mississippi in the Suicide Prevention Resource Center's Community of Practice.
- Collaborating with Community Mental Health Centers, K-12 public and private school districts, community colleges, universities, and other entities to provide training and materials related to suicide prevention.
- Building relationships with national and local suicide prevention organizations and list serves.
- Reviewing suicide data to determine progress and effectiveness, and to make recommendations for changes in effort to accomplish objectives.

Preference will be given to those with:

- ❖ Experience in creating spreadsheets and tracking data
- ❖ Experience in suicide prevention
- ❖ Working knowledge about the Mississippi Department of Mental Health

- ❖ Strong organizational skills and the ability to multi-task
- ❖ Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- ❖ Time management skills and the ability to prioritize work
- ❖ Excellent communication skills – written and verbal
- ❖ Experience providing training to various populations

EXPERIENCE/EDUCATIONAL REQUIREMENTS

Education:

A Master's Degree from an accredited four-year college or university;

AND

Experience:

Six (6) years of experience, two (2) years of which must have been in line or functional administrative supervision or oversight of statewide programs;

OR

Education/Licensure:

A Bachelor's Degree from an accredited four-year college or university;

AND

Experience:

Seven (7) years of experience, two (2) years of which must have been in line or functional administrative supervision or oversight of statewide programs.

Salary: \$45,154.91

Deadline to apply: July 16, 2018

Note: All interested applicants must complete the application process through the Mississippi State Personnel Board at www.mspb.ms.gov. Instructions are detailed in the Job Seekers tab. This employment opportunity will appear in the Job Openings section on the site. Please submit a resume with your application.

If you have questions, please contact Toni Johnson at the MS Department of Mental Health 601-359-6244.