

**WICHITA AND AFFILIATED TRIBES  
POSITION DESCRIPTION**

**TITLE:                   OUTREACH SPECIALIST**

**SUPERVISOR:       PROJECT DIRECTOR**

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**GENERAL DESCRIPTION:** Under the supervision of the Project Director. Works to increase awareness and understanding of suicide through advisory board development and education. Will engage the tribal community and partnering entities to develop support for the Wichita Suicide prevention and Surveillance Program.

**DUTIES AND RESPONSIBILITIES:**

1. Develop the workforce to ensure the effective assessment and treatment of youth at-risk of suicide through expert training.
2. Work with Wichita mental health and substance abuse program to identify possible advisory board members. Recruit advisory board members with lived suicide experience.
3. Work with advisory board to promote and disseminate prevention publications.
4. Conduct seminars and safeTALK trainings through the community.
5. Coordinate community events such as community walks, cultural days, and/or wellness fairs.
6. Coordinate outreach events and activities to promote suicide surveillance program.
7. Promote events in the community through flyers, newspaper, and possibly radio advertisement.
8. Promote Suicide Surveillance Response Form at Gatekeeper Trainings and throughout the community.
9. Travel frequently for meetings, trainings, appointments, referrals, and client services.
10. Performs other duties directly related to program as needed.

**QUALIFICATIONS:**

1. Bachelor's Degree in health and/or human services related field and three or more years of previous experience providing training and/or community outreach services.
2. Knowledge and familiarity with suicide prevention outreach, awareness, programs, and interventions.

3. Knowledge of children's mental health and related service systems.
4. Demonstrated ability to foster collaborative relationships.
5. Working knowledge of word processing software and database programs.
6. Ability to establish and maintain a positive working relationship with others.
7. Working knowledge of office equipment and various filing and records management systems.
8. Ability to multi-task with high attention to detail.
9. Understanding of patient confidentiality practices and procedures.
10. Must possess a valid Oklahoma Driver's License.
11. This position requires a successful background check and drug screening.