



*CFLR, Inc.
502 Court St., Suite 401
Utica, NY 13502*

*whenthereshelpthereshope.com
Phone (315) 733-1709
Fax (315) 733-1789*

Mental Health Prevention Specialist

Job Description

Reports to: Director of Prevention Services

Employment Status: Non-Exempt/Full Time

Starting Salary Range: \$29,000-\$30,000

Qualifications:

- Minimum of Associate's Degree in a related field and 2 years of experience. A Bachelor's Degree in related human service field in psychology, addictions, social work, education, human services, social science or related field is strongly preferred.
- Knowledge of mental health, substance use and behavioral issues.
- Demonstrated ability in public relations speaking and program development/implementation and organization.
- Current and valid NYS driver's license and reliable transportation.

Job Responsibilities:

- Develop and provide community presentations on Mental Health, Suicide Prevention and AOD.
- Implement Mental Health Evidence Based Programming.
- Attend Mental Health trainings and become a Trainer or Facilitator in specific Mental Health programs.
- Establish and build relationships with school districts and community organizations.
- Attend local, regional and prevention meetings as relevant to mental health.
- Actively participate in department, agency, local, regional and state meetings, coalitions and trainings.
- Compile program data for county and state reporting requirements including monthly, quarterly and annual reports.
- Develop and implement presentations, events, and activities related to Mental Health and Suicide Prevention.
- Organize, develop, or take part in mental health presentations, health expos, trainings, campaigns, outreach.
- Coordinate MH school-based programming, policies, training and services with appropriate school personnel
- Develop strategic plan of programming
- Data collection and report quality outcomes of service.
- Market and network mental health prevention and agency services and programs.
- Build collaborative partnerships with local, regional and state agencies.
- Provide education and awareness for website, social media, prevention monthly newsletter, virtual and in-person presentations and trainings.
- Reduce stigma on Mental Health
- Initiating and supporting support and skills groups
- Provide information and provide referral for further services and supports
- Become familiar and well versed in community agencies and supportive services
- Assist with fundraising and grant writing.
- Perform other duties as requested.
- Promote a positive workplace environment.

Mental Health Prevention Specialist's Signature

Date