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**988 Task Force Coordinator and DATA Specialist**

**JOB DESCRIPTION**

**Job Title:** Crisis Education Director

**Position Type:** Fulltime, Exempt and Hybrid

**Location:** Reno, Nevada

**Position Reports to**: NAMI Nevada Executive Director

NAMI Nevada is the National Alliance on Mental Illness (NAMI) Nevada chapter. Our mission is “The improvement of the quality of life for persons who are affected by mental illnesses, by providing education, support, and advocacy.” The state organization supports and develops local affiliates and addresses the needs of the membership. Our main goal is to provide services and referrals for people and their families living with a mental health condition. We provide educational classes that help people, and their families navigate through the diagnosis, and prescribed medications to help them better understand how to navigate the mental healthcare system in this state. NAMI Nevada is also at the forefront of policy and advocacy in the state for mental illness.

**GRANT OBJECTIVE:**

Nevada is currently developing a crisis response system. Currently, we have a lack of workforce for Peer Recovery Support Specialist to meet the demands of peer inclusion in the engagement of peer support on crisis teams. The Nevada Warmline has proven success in training Peer Recovery Support Specialist to work in various situations including crisis. The NAMI affiliates have proven experience in development of Peer Recovery Support Specialist through our Youth Peer Support Specialist program funded through a HRSA grant in 2023.

Expected Outcomes: NAMI Western Nevada will coordinate workforce development of 20 Peer Support Specialist and 10 Peer Support Specialist Supervisors to support the development of peer engagement in crisis teams. On graduation from the program, peers will have training and experience in de-escalation, suicide prevention, and working in various environments including

telehealth and in-person, trauma informed care and self-care.

Grant Goal 1: NAMI Western Nevada will implement a Peer Recovery Support Specialist Training Program of 20 peers to prepare these interns to work in various environments including crisis services.

Currently, we have a lack of workforce for Peer Recovery Support Specialist Supervisors to meet the demands of peer inclusion in the engagement of peer support on crisis teams.

Expected Outcomes: NAMI Western Nevada will coordinate workforce development of 10 Peer Support Specialist to support the development of peer engagement in crisis teams

Grant Goal 2: NAMI Western Nevada will implement a Peer Recovery Support Specialist Supervisor Program of 10 qualified individuals to increase access to required supervision for Peer Recovery Support Specialist.

Responsible person(s): Oversight of the grant will primarily be the Deputy Director from NAMI Western Nevada. Each NAMI Affiliate will be responsible for tracking and coordinating training for an assigned number of qualified recruits.

**Job Summary:**

Nevada lacks adequate support for first responders, hospitals, schools, crisis teams and communities impacted by traumatic events to debrief and process the incident, directly impacting professional retention in the mental health response systems. NAMI will build and coordinate, through a Crisis Education Director, a sustainable network of at least 200 individuals training in Crisis Stress Incident Debrief throughout the state by leveraging community partnerships.

Grant Goal 3: NAMI (Crisis Education Director) will develop a statewide Crisis Stress Debriefing Network to respond in a timely manner to traumatic events in the community including with hospitals, first responders and schools. The Crisis Education Director will be responsible for the design and management of the Crisis Incident Stress Debriefing Teams. The Warmline often has difficulty getting staff trained in ASIST training due to the limited number of Trainers. This training is critical for Warmline staff as participants experiencing suicidality or suicidal ideation often refuse a transfer to 988.

Expected Outcomes: Increase the number of trainings to Train the Trainer for up to 15 individuals.

Grant Goal 4: NAMI through the Crisis Education Director will increase the numbers of trainers for ASIST training to increase the availability of this training for Warmline operators and peers working in crisis care. The Crisis Education Director will be responsible for the coordination with the Office of Suicide Prevention to offer ASIST trainings throughout the state.

This can be a challenging yet fun and rewarding position for the right person with the skillset, communication, and ability to work well with others and independently, as well as meet the demands of the position.

**Responsibilities and Duties:**

* Assist in the planning and overseeing Crisis Stress Debriefing Network (CSDN) and Asist training.
* Research, collect and coordinate CSDN/Asist information and create an educational library of information from NAMI National, SAMHSA, and crisis services from across the nation.
* Schedule monthly CSDN and/or Asist education discussion meetings with NAMI Staff, affiliate partners, scheduled via Zoom to plan for coordinated Outreach Activities.
* Maintain a separate CSDN and Asist -contact database.
* Maintain a Rolling Schedule of all outreach activity.
* Coordinate the Outreach Activity by dates and times, purchase or print materials for each training, ensure timely delivery of materials to participants before training, and maintain the final attendee sign-in sheet for every event scheduled under this grant.
* Comply with NAMI Nevada’s records retention schedule for all documents.
* Create, plan and coordinate information from this grant for NAMI Nevada's Annual report, including any other reports required under this grant.
* Work with NAMI Nevada COO to ensure PRSS’s have appropriate program training; to craft engaging fliers and promotional materials for events to effectively reach target audiences.
* Foster relevant community participation and support of the CSDN trainings offered across Nevada.
* Assist with the coordination of other subgrant award projects where needed.
* Assist the ED at presentations as needed.
* Meet with affiliate partners and the State to discover best practices and lessons learned.
* Respond to communications (via emails, phone calls, or text messages) from staff, partners, members, Affiliates and Grantor.
* Attend in-person staff meetings.
* Prepare letters and reports as needed.
* Make reservations for various off-site business meetings.
* Obtain preapprovals from the ED for anticipated expenses in accordance with NAMI Nevada’s policies.
* Relay internal emails to staff.
* Provide monthly report update noting deadlines which will include information from ED and Contracted Affiliate Partners.
* Additional duties as assigned.

**Qualifications and Skills:**

* Bachelor’s degree preferred. DBT training and/or crisis/aggression training a plus
* 10 years’ experience with primary responsibility providing evidence-based care or education in the Mental Health and Crisis space. or other similar duties.
* At least 5 years work in the Health and Human services of a governmental entity (Nevada preferred) with writing, reporting and monitoring of a program.
* Proficiency in the use of the Microsoft Suite of products, including Excel, is required.
* Familiar with Google form docs and forms is a plus.
* Electronic record keeping and organizational skills.
* Ability to communicate both verbally and in writing with professionalism.
* Ability to prioritize work tasks, work independently and collaboratively to meet deadlines.
* Ability to prioritize self-care, avoid burnout, seek assistance, and request time off when needed.

**Salary and Benefits:**

* This position is funded by a grant through March 2025. Its continuance is dependent on successful grant renewal or obtaining additional funds.
* Salary is tailored to match the candidate’s experience and qualifications. We are committed to offering a competitive compensation package that reflects the expertise and value brought by the candidate to our organization. While we strive to secure long-term funding, we want to be transparent about the potential variability in the duration of this position.
* Flexible work schedule.
* Ability to work independently.
* Ability to work remotely approximately 50% of the time.
* Generous policies of paid sick leave, annual leave, and holiday pay.