



COMMUNITY HEALTH
IMPROVEMENT PARTNERS
making a difference together

COMMUNITY HEALTH IMPROVEMENT PARTNERS POSITION DESCRIPTION

POSITION TITLE: SPC Violence Prevention Manager

LOCATION: San Diego, CA

DEPARTMENT: San Diego County Suicide Prevention Council

REPORTS TO: Vice President of Community Health and Engagement

SUPERVISES: Program Coordinators, Program Assistants, Interns, Volunteers

FLSA STATUS: Non- Exempt

GENERAL SUMMARY

The Community Health Improvement Partners (CHIP) is a registered 501 (c)(3) nonprofit organization that serves as a leader in implementing innovative, collaborative solutions for addressing critical community health issues across California. CHIP works to assess community health needs, engage stakeholders, and advocate to help create policy, systems and environmental changes that reduce health disparities. CHIP's vision is for everyone to have the opportunity to achieve optimal health and well-being. To achieve its mission and vision we facilitate public health focused programs and initiatives, which include the Farm to Institution Center (F2I), Independent Living Association (ILA), Recovery Residence Association (RRA), Resident Leadership Academy (RLA), San Diego County Suicide Prevention Council (SPC), and the Care Court Locator Program (CCLP). The SPC Violence Prevention Manager will provide operational and administrative support to the San Diego County Suicide Prevention Council's (SPC) violence prevention efforts and the implementation of the Suicide Prevention Action Plan (SPAP) strategies and activities. To learn more about CHIP, visit: www.sdchip.org

POSITION SUMMARY

Since 2010, the County of San Diego, Health and Human Services Agency- Behavioral Health Services has contracted with CHIP to establish, facilitate, expand and update the San Diego County Suicide Prevention Action Plan (SPAP) and the San Diego County Suicide Prevention Council (SPC). The SPC is a countywide coalition that works to engage diverse stakeholder groups in promising practices and implementation of the SPAP to prevent suicide and its harmful effects through efforts in multiple arenas: schools, media, higher education, faith, assessment/evaluation, priority populations, postvention, and means reduction, amongst others. Over the last twelve years SPC has expanded to nine strategies with strategic directions and evaluation components focused on preventing suicides and reducing stigma in San Diego County. The Council and its subcommittees actively engage community partners in the implementation of evidence-based and promising practices that are consistent with, and in alignment, with the action strategies identified in the SPAP and its updates.

For more information, please visit www.spcsandiego.org. CHIP is currently seeking a full-time SPC Violence Prevention Manager for the SPC and its efforts. The primary responsibility of this position is to serve as core managerial staff to guide and facilitate the implementation of the SPC violence prevention efforts (e.g. firearm safety education and awareness for suicide prevention). Including the oversight and implementation of subcontractors, tactical plans, events, meetings, partner connections, reporting, data collection, and logistics to support meeting the deliverables, core values, vision, mission of CHIP and the SPC.

CORE COMPETENCIES REQUIRED

<i>Time Management</i>	<i>Organization/Planning</i>	<i>Adaptability</i>
<i>Communication-Oral/Written</i>	<i>Confidence & Tenacity</i>	<i>Management Skills</i>

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Management (65%)

- Manages the violence prevention efforts for the San Diego County Suicide Prevention Council, which represents a multi-sectoral and comprehensive public health approach to suicide prevention through the implementation of promising practices and strategies identified in the Suicide Prevention Action Plan Updates.
- Manages and facilitates implementation of tasks, activities, and communication of the Suicide Prevention Council Means Reduction efforts and supports three of its nine active subcommittees (Means Reduction, Assessment & Evaluation and Postvention Subcommittees).
- Responsible for facilitating the development and dissemination of age and population specific educational suicide prevention materials/content, directed towards high-risk populations, which includes the promotion of safe storage of firearms (as a means reduction method to prevent suicide), behavioral health treatment access, and other suicide prevention education.
- Supports the planning and implementation of SPC special events including the SPC Annual Stakeholders Meeting, SPC Annual Faith Breakfast, Suicide Prevention Month Press Conference, and others as deemed necessary.
- Provides staff supervision, guidance and oversight to SPC Program Coordinators, Assistants, Interns and Volunteers when necessary.
- Works with Vice President of Community Health & Engagement in the selection and subcontract management of the SPC Gun Violence Prevention Subcontractor.
- Collaborates with SPC Gun Violence Prevention subcontractor, county departments and community partners to disseminate the firearm safety awareness and educational content to clients/individuals/caregivers/family members and service providers.
- Oversees the implementation of at least twenty (20) QPR gatekeeper training, education and capacity-building efforts, specifically related to the implementation of the Question Persuade Refer (QPR) Training program focused on gun violence prevention in the community.
- Works with CHIP Vice President of Community Health & Engagement to complete monthly narrative reports and invoicing for the SPC, and liaises effectively with contract administration staff, to ensure compliance and high-functioning partnerships.

- Tracks and reports the development and dissemination of population specific educational content as part of gun violence reduction separate from existing contract actions and reports on those to the Vice President of Community Health & Engagement.
- Collaborates with CHIP Administration to ensure that the program operates in a fiscally responsible manner.
- Works in collaboration with the SPC Program Manager to support the overall SPC program and its deliverables as needed.

Program Development/Community Relations (25%)

- Oversees the following subcommittees, its members, and work plans: Assessment & Evaluation, Means Reduction, and Postvention.
- Supports community engagement efforts and oversight of SPC membership, partners and with key sectors to ensure the advancement of the project, including but not limited to youth, active military, veterans, gun shop owners, gun shows attendees, gun owners, etc.
- Does outreach for the gun violence prevention activities and shares suicide prevention content with key sectors to ensure the advancement of the project, including but not limited to gun shows, gun shops, gun show owners, and law enforcement.
- Presents to community organizations and partners on the SPC Gun Violence prevention efforts (as requested).

Administration (10%)

- Works with CHIP Vice President of Community Health & Engagement of Community Health & Engagement to complete monthly narrative reports for the SPC, and liaises effectively with funders and contract administration staff, to ensure compliance and high-functioning partnerships.
- Supports CHIP Vice President of Community Health & Engagement of Community Health & Engagement with grant proposals and progress reports as needed.
- Assists with audit preparation and requests.
- Oversees existing data entry systems for analyzing, sharing and evaluating results of SPC programs and activities including SPC trainings, means reduction and violence prevention efforts mentioned above.

OTHER DUTIES AND TASKS

- Supports the CHIP Programs such as the Resident Leadership Academy or UCSD Behavioral Health Services community engagement program (as needed).
- Communication with collaborative partners.
- Provide support to and staffing for events and special projects; including CHIP Anniversary and Fundraising events.
- Additional responsibilities and duties as directed.

EDUCATION, EXPERIENCE AND SKILLS

- Bachelor's or Associate degree in Business, Public Health or related field preferred.
- Positive, enthusiastic presence with good public relations, phone and communication skills necessary.

- Proficiency with Windows-based software (MS Word, Excel required; Access, PowerPoint, Outlook) required.
- Proficiency with online virtual communications. (e.g. Zoom, Microsoft Teams, etc.)
- Minimum of two years management experience.
- Experience in gun violence prevention and education required.
- Familiarity and/or experience in the field of suicide prevention and/or mental health helpful
- Bilingual in English and Spanish helpful.
- Self-directed, motivated, creative and organized.
- Ability to work in a team environment required.
- Ability to work on multiple projects, prioritize and meet deadlines/evolving expectations with fast pace environment necessary.
- Excellent oral and written comprehension and communication skills, e.g. dictation, spelling, grammar and proofreading.
- Must possess outstanding organizational skills and detail-orientation.
- Must be comfortable working on the topic of firearms and violence prevention as well as firearms community.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The physical demands/conditions described below are representative of those that must be met/tolerated by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Sitting at a desk for sometimes long and continuous periods of time
- Answering or making calls on the telephone for sometimes long and continuous periods of time
- Using a keyboard to perform research, and to communicate through written means for sometimes long and continuous periods of time
- Looking at a computer monitor for sometimes long and continuous periods of time
- Occasionally standing, walking, reaching, talking, listening, and stooping
- Lifting up to 30 lbs.
- Exposure to low to moderate noise level

SALARY RANGE: \$52,000.00 – \$53,500.00 – based on experience. 40 hours per week. Full benefits package. Non-exempt hourly employee status.

HOW TO APPLY

Please send your resume *and* cover letter to chipinfo@sdchip.org by October 7, 2024. The Violence Prevention Manager position is an interim position funded through June 30, 2025 as negotiations for additional option years of funding take place.

Community Health Improvement Partners is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.