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| Position: | Outreach Specialist |
| Department: | Black Hawk Health Center, Behavioral Health Services |
| Supervisor: | Behavioral Health Manager |
| Supervises: | No One |
| FLSA Status: | Non-Exempt |

**Position Summary:**

This position is located within the Sac and Fox Nation Health System with the duty station at the Merle Boyd Center. Outreach Specialist is responsible for the completion of activities associated with this project grant’s objectives and deliverables. The OS will work to increase awareness and understanding of suicide through public education and work with the tribal community and partnering entities to develop support for the program. The OS will provide expert training among the community. This position may work outside of the normal work week. This person will report to the Project Director and help develop, implement and measure strategies to expand the agency's relationships and reputation within the behavioral health community. Outreach specialists will promote services and 988 within the community to establish positive relationships with locals and facilitate community well-being interaction.

**Duties and Responsibilities:**

1. Draft and submit proposals, reports, presentations, and pitches for all community outreach activities.
2. Develop and implement outreach strategies by organizing virtual workshops, events, and education/training programs to increase community awareness about our organization and programs/projects.
3. Forge new and maintain existing relationships with community stakeholders (individuals, businesses, and institutions) and potential supporters.
4. Track referrals and create needed safety plans.
5. Write content pieces, prepares agency newsletters, announcements, brochures, and newsletters, to inform the public about the organization’s projects, services, and upcoming events.
6. Develops special educational and promotional materials for social media, presentation at exhibits, fairs, festivals, conferences and schools; conducts tours of agency.
7. Represents agency at civic and professional groups.
8. Plans and executes special events for public outreach
9. Will be the main point of contact between the Behavioral Health Department and the community.
10. Implement outreach strategies to promote our organization’s mission and vision.
11. Performs other duties as assigned.

**Knowledge, Skills, and Abilities:**

1. Must possess an understanding of special populations, including sensitivity to the Native American culture.
2. Must be able to maintain a good working relationship with clients, professional relationships with staff, and other visitors to the facility.
3. Must have knowledge of the Health Information Portability and Accountability Act, Accreditation Association for Ambulatory Health Care Certification, Privacy Act, and Confidentiality guidelines regarding mental health and substance abuse.
4. Operates within the established guidelines, Policies and Procedures of the Sac and Fox Nation, the Black Hawk Health Center, and the Behavioral Health Services.
5. Ability to work independently and conform to all applicable safety and accountability measures.
6. Demonstrated success in assessing community need, health behavior change, conducting best practices research and outcomes measurement.
7. Demonstrated success in working collaboratively with multiple stakeholders (individuals, businesses, and institutions) and potential supporters.
8. Experience conducting process and outcome-based program evaluations, interpreting findings, and developing plans to respond programmatically to evaluation data.
9. Creative and like to think outside the box.
10. Comfortable with written and verbal communication as well as speaking to groups of people.

**Education and Experience:**

1. Bachelor’s degree in Public Relations, Communications, or any related field
2. Must display proficiency in the Microsoft 365 programs, to include Word, Excel, Teams and other related software, as well as intermediate general computer skills.
3. Excellent verbal and written communication skills
4. Exceptional interpersonal skills and ability to work well independently

**Requirements:**

1. Must have a valid Oklahoma Driver’s License.
2. Must be insurable.
3. Must be able to pass a pre-employment drug screen, background check, and physical.
4. Must be able to lift up to 25 pounds.
5. Any sitting or standing for long periods of time.

Employee's Signature Date

Supervisor's Signature Date