WALLA WALLA COUNTY
POSITION DESCRIPTION FORM

JOB TITLE: Suicide Prevention Intern

DEPARTMENT: Community Health

REPORTS TO: Health Educator

PAY GRADE: $14.00 per hour, temporary position less than six (6) months, 20 hours/week, not to exceed 200 hours

JOB SUMMARY: Walla Walla County has experienced 63 deaths by suicide from 2011 to present. The suicide rate in Walla Walla County is higher than the national rate and slightly higher than our state rate. Due to the increased awareness of the number of suicides throughout Walla Walla County and neighboring communities, a cross-sector group of local leaders and concerned citizens formed The Walla Walla Suicide Prevention Work Group (SPWG) in late 2016 and meet monthly to discuss concerns, current work, and opportunities surrounding mental health resources and community connectedness. The intern would work with the Department of Community Health (DCH) staff and workgroup members to coordinate SPWG planning and events.

SUPERVISORY RESPONSIBILITIES: N/A

ESSENTIAL FUNCTIONS:
• Create content and posts for the Reach Out social media campaign.
• Create a SPWG mapping of key stakeholders/organizations.
• Attend and participate in all SPWG meetings.
• Update the SPWG strategic plan.
• Update all email lists to include attending members.

EXAMPLE OF DUTIES:
• Help coordinate community events and trainings, such as the Out of the Darkness walk or a Sources of Strength training at a local high school.
• Search and assist with applying for any relevant grants and/or funding opportunities.
• Take minutes at all monthly SPWG meetings and subcommittee meetings.

EQUIPMENT TO BE USED: General office equipment including computers, printers, copiers, multi-line phone, fax machine, calculators, and any other office equipment required to perform the functions of the job.

WORKING ENVIRONMENT/PHYSICAL ABILITIES: Work will be performed both inside and outside of the DCH and within the community at large. Requires manual dexterity and visual acuity to operate personal computer and peripherals. Ability to lift and carry twenty-five (25) pounds. Requires sufficient hearing and speech ability to communicate verbally.

KNOWLEDGE AND ABILITIES:
• Demonstrated interest in education, social work, nursing or related profession.
• Understanding of Adverse Childhood Experiences (ACEs) and application.
• Ability to tolerate environmental conditions such as odors, pets and tobacco smoke.
• Ability to work with others.

**EDUCATION AND EXPERIENCE:** Enrolled in an institution of higher education in a bachelor’s or master’s level program.

**LICENSES AND OTHER REQUIREMENTS:**
- Possess a valid driver’s license.
- Must successfully pass a background check and a driving record check.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.**

How to Apply:

Send a resume and cover letter to:

Walla Walla Community Health Department  
Attn: Jessalyn Waring Bruce  
PO Box 1753  
Walla Walla, WA 99362

Or email: jwaring@co.walla-walla.wa.us

Accepting application materials through April 30th, 2018.