

Job Title: Teen Life Counts Program Manager  
Job Type: Full Time  
Hours: M-Th 8:30am -4:30pm and F 9:00am-4:00pm  
Salary: \$45,000 plus excellent benefits package  
Location: Metairie, LA  
Reports to Executive Director and Director of Clinical Services  
Two-year position, with potential opportunity to extend

### Organization

Jewish Family Service of Greater New Orleans (JFS) is a constituent agency of the Jewish Federation of Greater New Orleans and a community impact partner of United Way of Southeast Louisiana. Established over 70 years ago, Jewish Family Service is a “whole person environment,” serving the residents of Greater New Orleans without regard to race, religion, disability, gender, or sexual orientation.

### Overview

Established in 1984, Teen Life Counts (TLC) is a suicide prevention and education program offered free of charge to public, private and parochial schools in the Greater New Orleans area. Students in grades 7-12 learn to recognize the warning signs of suicide, anxiety and depression and how to seek assistance for themselves or for a friend in crisis.

Suicidal students tend to tell peers before adults of their intention to die. Teen Life Counts teachers inform students of the facts about suicide and debunk myths; review warning signs of suicide; and provide students with techniques for getting a friend help when these warning signs are recognized. At the end, students are able to self-refer to the school counselor, or refer a friend they feel needs help.

### Responsibilities

- Network with community contacts and stakeholders
- Connect with governing bodies
- Supervise the TLC Administrative Assistant
- Recruit and train volunteers
- Review and update curriculum annually to keep up to date information available
- Design curriculum packaging and mode of delivery for outside of regional area with hired consultant
- Analyze and maintain data
- Maintain Budget
- Meet funding requirements including reports to funders
- Assist in grant writing opportunities
- Developing relationships with new schools interested in adopting the TLC curriculum
- Maintaining relationships with schools who have previously received TLC and Gatekeeper curriculum
- Continue to grow number of schools connected with TLC by 20% each year
- Updating the TLC curriculum as appropriate. Presenting Gatekeeper trainings as requested by schools and substitute when volunteers are unavailable to teach the Student curriculum
- Training school mental health professionals for follow up after TLC presentations

### Essential Skills Necessary to Succeed

- ability to develop and manage clinical and/or social services and programs
- capable of capturing data from multiple sources/programs, validating the accuracy of data collected and in performing data analyses
- experience in evaluating programs
- strong oral and written communication skills
- advanced organizational skills and ability to troubleshoot, handle crises and prioritize work
- proficient computer skills

- superior customer service skills with attention to detail
- experience teaching in a classroom setting
- self-sufficiency and
- ability to work both independently and as part of a team as appropriate

Working Conditions: This position involves office, phone and computer work, travel to meetings outside the office and occasional light lifting. A driver's license and access to an insured vehicle is required. Travel to Northshore approximately 2-4/month required.

Minimum Qualifications

A Master's degree in social work, counseling, education or related field and at least 3 years of experience. Supervision experience preferred.

Preferred Qualifications:

Knowledge on teen suicide education and prevention interventions  
Knowledge of federal and state policies revolving around teen suicide and education  
Grant writing experience  
Research experience

If you meet the minimum requirements, please send resume, cover letter and references to [jobs1@jfsneworleans.org](mailto:jobs1@jfsneworleans.org).