

SAVE – Suicide Awareness Voices of Education

7900 Xerxes Ave S., Suite 1350

Bloomington, MN 55431

JOB TITLE: LOSS Team Intake Specialist

JOB STATUS: Contracted, paid per shift, and temporary; Available to start immediately

LOCATION: 7900 Xerxes Ave S, Ste 1350, Bloomington, MN 55431; Remote

REPORTS TO: Program Manager, Suicide Loss Support

SCHEDULE: On-call shifts (includes nights, weekends, and holidays as scheduled)

About SAVE

Suicide Awareness Voices of Education (SAVE) is a national nonprofit dedicated to preventing suicide through public awareness, education, outreach, and support for those affected by suicide loss. We work with communities, partners, and leaders across the country to advance evidence-based prevention strategies and promote hope and healing.

About the Role

The LOSS (Local Outreach to Suicide Survivors) LOSS Team Intake Specialist plays a critical role in supporting suicide loss survivors in the Bloomington, MN community. This position serves as the first point of contact after a suicide loss, working closely with dispatch, law enforcement officers and LOSS Team volunteers to activate a compassionate, timely response. This role has a 24 hour minimum requirement for being on call per week. The schedule will be generated three months out in advance. The Coordinator will provide available time slots for scheduling. You will submit your availability, and the final schedule will be confirmed accordingly.

This position requires a strong commitment to scheduled on-call shifts, including overnights, weekends, and holidays.

Key Responsibilities

- Answer the LOSS Team phone line during assigned on-call shifts. Shifts will be 8 hours at a time, three shifts a day.
- Communicate with dispatch, on-scene police officers to collect essential information following a suicide loss via an intake form.
- Maintain calm, professional communication with dispatch, law enforcement, LOSS Team members, and other community partners.
- Document calls, responses, and key information accurately and promptly.
- Participate in required training and team meetings.
- Uphold confidentiality, respect, and cultural sensitivity in all interactions.

Schedule and Compensation

- On-call shifts may include evenings, overnights, weekends, and holidays.
- **Compensation:**
 - \$50 stipend per on-call shift
 - \$40 per incident response

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Qualifications

- Reliable wifi and cellular service.
- Strong communication skills and the ability to remain calm in crisis situations.
- Reliable and punctual; must be committed to on-call shifts as scheduled.
- Comfortable speaking with dispatch, law enforcement, and coordinating volunteers.
- Experience with crisis response, social services, victim services, or related fields preferred.
- Ability to follow protocols and maintain accurate records.
- Must be at least 21 years old.
- Must pass a background check and complete training.

Preferred Skills

- Previous crisis line, victim advocate, or LOSS Team experience
- Understanding of suicide loss and trauma-informed care
- Strong teamwork and problem-solving skills

To Apply

Please submit your resume to Cat Gangi, cgangi@save.org. Applications will be reviewed on a rolling basis.