

DISTRICT HEALTH DEPARTMENT NO. 4

HARM REDUCTION ADMINISTRATOR

Nature of Work:

Under the supervision of the Health Officer, manages the logistical, operational, and data-tracking needs of the harm reduction program, including supply ordering, staff orientation, and ensuring compliance with safety protocols. This individual will make a commitment to non-judgmental care and meet individuals where they are in their health journey. They will have an understanding of social justice and equity in health services, as well as, an understanding of substance use, overdose prevention, HIV/Hepatitis C/STI, and specific knowledge of local community needs. Additional strengths include strong communication skills and the ability to work with underserved, marginalized populations.

Examples of Work:

1. Assist in the development of policies, procedures, and workflows to ensure high-quality service delivery.
2. Assist with onboarding, training, and scheduling, as well as, maintaining a supportive, non-judgmental, culturally-responsive work environment.
3. Collaborate with Clinical Administrator and Nursing Director as needed to schedule, coordinate trainings, and assist with/participate in meetings.
4. Maintain data tracking systems for program engagement, ensuring reporting compliance.
5. Provide on-site or off-site clinical care including health assessments and screening/testing for HIV, STIs and Hepatitis C.
6. Oversee and coordinate the activities of the HIV program. Keep program staff updated on pertinent information received from State communications that impact their day-to-day responsibilities.
7. Monitor supplies and submit requisitions as needed to maintain adequate inventory.
8. Distribute, educate, and collect harm reduction supplies (needles, syringes, safe injection kits) and administer/supply Narcan for overdose prevention.
9. Provide client education on safer sex/drug use, vaccinations and facilitate referrals to medical/social services.
10. Work with multidisciplinary teams, involving social workers, doctors, and peers with lived experience.
11. Participate in leadership meetings and emergency preparedness meetings as needed.

Employment Qualifications:

Education: Registered Nurse with an Associates or Bachelor's Degree.

Experience: Previous experience in public/community health, emergency care, or substance use treatment is highly preferred but not required.

"The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job may be considered.

This position is grant funded. If grant funds are removed for any reason, the position may be eliminated at management's discretion."