

07/17/23



# HEPPAC JOB OPENINGS

**Position Title:** Data Specialist

**Job Position:** Careful collection and processing of programs related data for use in HEPPAC's grant reporting.

**Reports to:** Programs Supervisor

**Pay Rate:** \$27 +

**Annual Salary:** 33,696 +

**Position Type:** Part-Time

**Hours Per Week:** 24 +

**Hybrid:** Negotiable

## AGENCY SUMMARY

The mission of the **HIV Education and Prevention Project of Alameda County (HEPPAC)** is to stop the spread of preventable, infectious diseases in our community. We strive to reduce the impact of drug and sex related harm by addressing health disparities and increasing protective practices. HEPPAC provides comprehensive risk reduction services and basic needs services for increased risk populations of our community. HEPPAC's core services are: syringe exchange, community outreach, naloxone access and the Casa Segura Drop-in Center. Each component includes HIV and HCV screening and linkage, basic needs services and increased access to medical care.

## DATA MANAGEMENT:

- Work closely with supervisor and programs staff in collecting and processing all weekly programs data
- Provide accurate and timely monthly, quarterly and Fiscal Year data reports as requested by the management team
- Maintain and report accurate documentation of all required client level data, sign-in sheets, programs narratives and services delivered
- Work closely with team members in the coordination of clients services
- Participate on other duties as assigned by supervisor

- Work evenings, some holidays and weekends are required

## **MINIMUM QUALIFICATIONS**

Minimum of two years' experience working with people who inject drugs (PWIDs) and other active substance users in the Bay Area, inclusive of street based outreach. Knowledge of recent trends and best practices of syringe exchange implementation. Knowledge of harm reduction theory, practices and application. Basic knowledge of program monitoring and reporting requirements. Ability to disseminate programs findings, trends and best practices to Admin staff. Assists Harm Reduction Services Manager with program reporting requirements. Extensive knowledge of infectious diseases, primarily HIV and hepatitis C. In addition, this position requires a high level of competency on Excel and database management. Valid ID or DL required.

## **EQUAL OPPORTUNITY EMPLOYER**

HEPPAC is an Equal Opportunity Employer and does not discriminate relative to race, ethnicity, religion, national origin, sex, gender, sexual orientation, age, disability, medical status, or history of incarceration. Individuals who have personal experience with drug use, women, people of color, members of the LGBTQI+ community, disabled individuals, and the formerly incarcerated are strongly encouraged to apply.

## **HOW TO APPLY**

Please submit a cover letter and resume to [info@heppac.org](mailto:info@heppac.org) outlining your experience and/or interest in harm reduction, Spanish/English proficiency, and interest in the position in addition to your curriculum vitae/resume. Applicants without a cover letter will not be considered for the position.