

07/17/23



HEPPAC JOB OPENINGS

Position Title: Overdose Prevention Education and Naloxone Distribution (OPEND) & Programs Assistant

Job Position: To increase current HIV /HCV knowledge to participants among active substance users in HEPPACs service area. Assure quality access to harm reduction services and meeting agency program objectives. The OPEND & Programs Assistant will conduct all activities under the supervision of the OPEND Coordinator. All services are provided in-person and virtually at various community-based settings within Alameda County.

Reports to: Overdose Prevention Education and Naloxone Distribution (OPEND) Project Coordinator

Direct Reports: Programs Supervisor

Indirect Reports: Programs Manager

Pay Rate: 28.85

Annual Salary: 60,000

Position Type: Part-Time & Full-Time

Hours Per Week: 40

Hybrid: No

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. HEPPACs 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.

(OPEND) & Programs Assistant Responsibilities:

- Must be comfortable working with and using technology; Google Suite, Zoom, Microsoft Suite, etc. without assistance.
- Ability to plan, prioritize and organize tasks and meet deadlines with strong attention to detail.

- Excellent interpersonal and communication skills to establish and maintain effective working relationships with those contacted in the course of work.
- Works well under pressure and manages stress effectively in a demanding and fast paced environment.
- Conduct short overdose prevention and naloxone (Narcan) administration trainings to individuals with a history of substance use and co-occurring disorders at HEPPAC exchanges and on outreach.
- Conduct 1.5 hour overdose prevention and naloxone (Narcan) administration trainings to organizations, agencies and individuals throughout Alameda County.
- Provide immediate access to Narcan to individuals in need and various community organizations as requested.
- Create, distribute and track distribution of overdose prevention (Narcan) kits, documenting naloxone distribution through use of an online database and excel spreadsheets.
- Conduct outreach to encampments and hot spots throughout Alameda County.
- Develop rapport and trust with clients, engaging in consistent assessments of naloxone needs.
- Maintain accurate and current inventory, records, files, and documentation as needed.
- Attend biweekly individual meetings with OPEND Coordinator and other external meetings as assigned.
- Participate in strategic planning for outreach and promotion of the overdose prevention program.
- Meet professional obligations through efficient work habits such as: collaborating with co-workers, meeting deadlines, honoring schedules, attending, and actively participating in staff and individual meetings, supervision, and in-service trainings.
- Exceptionally strong communication skills; ability to communicate one-on-one, as well as to large crowds required.
- Experience working with individuals that have faced chronic/long-term homelessness, severe or persistent mental illness, substance use disorder, chronic/complex trauma, and of marginalized communities (based on race, gender, sexual orientation, etc.).
- Understanding of systemic racism and other forms of discrimination as barriers to health, well-being, and self-sufficiency.
- Understands and follows basic ethics, values, and principles of harm reduction practices.
- Demonstrates cultural humility and has the ability to work effectively across cultures; you will be conducting trainings to people who use drugs, law enforcement agencies, faith based organizations and more.
- Direct service experience with harm reduction services (syringe access, outreach, Narcan trainings, and health navigation) desired.

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. Minimum of one year creating and processing Medical Assisted Treatment (MAT) linkages. Knowledge of recent trends and best practices of syringe exchange implementation and MAT linkages. 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. 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 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.