



**HIV Education and Prevention Project of Alameda County
(HEPPAC)**

East Bay Drug Checking (EBDC) Program

Position Title:	Manager, Drug Checking
Reports to	HEPPAC Program Director
Supervises:	Drug Checking Technicians
Classification:	EXEMPT/NON-EXEMPT
Remote Work	20% Negotiable
Annual Salary	\$85,000

ORGANIZATIONAL SUMMARY

HIV Education and Prevention Project of Alameda County (HEPPAC) envisions a future where health justice is achieved for all people living with or at risk for HIV/ HCV and Overdose. Ultimately, we strive for a day when race is not a barrier to health and wellness, substance use is not stigmatized, HIV status does not determine quality of life, and HIV transmission is eliminated.

Our mission is to promote health, wellness, and social justice for communities most impacted by HIV through sexual health and substance use services, advocacy, and partnership.

Our values include an articulation of the below key topics, which are the foundation for its work and its employees: **Integrity, Accountability, Compassion, Courage, Willingness to learn & Teach and Diversity**. We need passionate agents of social change, vanguards of public health, and practitioners of racial justice to join our fight.

POSITION OVERVIEW:

The Drug Checking Program manager is responsible for the oversight of daily drug checking program operations and data collection and management related to a collaboration between **HEPPAC, Punks with Lunch and Berkeley NEED**, all authorized East Bay Syringe Service Programs (SSPs). Collectively the program is called East Bay Drug Checking (EBDC). Duties include FTIR centered drug checking in a (mobile) non-clinical setting occurring at various program site locations throughout the community, additionally they are responsible for educating and training other SSP team members on how to conduct drug checking services. The Drug Checking Program manager will be responsible for the implementation of drug

checking service delivery at multiple non clinical SSP mobile sites for three Separate SSP agencies. HEPPAC, Berkeley NEED and Punks with Lunch (PWL) throughout the city of Oakland and Berkeley and perform point-of-care drug checking using Fourier Transform Infrared (FTIR) spectroscopy and fentanyl immunoassay test strips. The Drug Checking Program Manager supervises the 2-3 Drug Checking Program Technicians. They also provide direct service drug checking duties like communication of the results of each drug check they perform back to the participant in a meaningful and respectful manner and positively interact with participants site staff and share harm reduction health education as needed.

Responsibilities include: Day to day operations and logistics of the drug checking program, site safety and compliance, supervision and management of operations, staffing, and training for staff members; Staff supervision; Team building and scheduling Complex Administrative Analysis, and Systems Development; Oversight and quality assurance Site data, data collection and reporting; Direct health education and counseling service provision;

The Drug Checking Manager serves as a member of the Syringe Access Services leadership team.

The Drug Checking Program Manager is responsible for oversight of the meticulous recording of data, the collection and analysis of information to compile snapshots of Alameda County illicit drug supply from a public health, epidemiological, chemical, and sociological perspective. The Drug Checking Program Manager is responsible for creating the monthly Drug Checking Program blog post which is crafted in collaboration with the drug checking team. The position is responsible for site safety, maintaining equipment, safe storage, and organizing sample delivery for the supplemental testing to community partner labs.

The drug checking manager also maintains collaborative relationships with health and social service providers and with collaborative research partners outside of Alameda County.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages the day-to-day logistics and operations of the Drug Checking Program across multiple SSP site locations for 3 separate agency SSPs, including within mobile vehicles.
- Ensures site safety
- Leads the Drug Checking Program team
- Performs point-of-care drug checking services utilizing FTIR spectroscopy and fentanyl immunoassay test strips. Communicates the results of a drug check to a participant in a culturally competent manner that accounts for the participant's health literacy.
- Oversight and maintenance of database of point-of-care drug checking results. This includes ensuring there is a full data entry for every drug check performed, correctly labeled with the specific sample ID and with the associated spectrum file attached. Responsible for the oversight of the database
- Coordinating with instrument vendors on instrument and associated software purchase, calibration, maintenance, and troubleshooting.

- Maintaining and cleaning of instruments as appropriate
- Ensuring safe instrument storage.
- Coordinating and collaborating with the wider drug checking research community, including other SSPs and community organizations providing drug checking services domestically and internationally, as well as domestic and international academic researchers.
- In collaboration with drug checking team representing East Bay Drug Checking collaborative agencies in the Alliance for Collaborative Drug Checking (ACDC) working group and the California Drug checking group
- Writing and updating policies and procedures relating to the drug checking program.
- Ordering and obtaining reagents and other program materials for the Drug Checking Program in collaboration with other SEP team members.
- Training select EBDC SEP health educators according to the East Bay Drug Checking Program Services Manual on how to: Perform drug checking analysis, Collect and report related data, communicate results to participants in a culturally competent manner that accounts for a participant's health literacy.
- Acting as the first reviewer for confusing spectra and results generated by East Bay Drug Checking Services to resolve questions. If unable to conclusively resolve questions, responsible for sharing spectra with ACDC Slack Channel for Drug Checking Technicians to ask for guidance and insight from the wider drug checking community.
- Manages relationships and schedules with supplemental testing partners. This includes establishing and maintaining relationships with eligible forensic labs, and establishing and communicating procedures for preparing sample debris for supplemental testing in line with requirements from partner labs and leadership at EBDC.
- Responsible for establishing procedures for safe preparation of supplemental testing samples and safe shipment of said samples to the forensic lab partners.
- Responsible for communicating with forensic labs about samples sent, and for working with these forensic lab partners to elucidate confusing results and samples.
- Oversight, management and maintenance of a database of supplemental test results. Responsible for developing data collection systems and management of all supplemental testing results available at drug checking service access points for returning participants. Oversight of responses to email inquiries for confirmatory testing results from participants.
- Supervises 3 Drug Checking technicians
- Assist HEPPAC Program Director of PWUD Health Services in establishing infrastructure to communicate concerning results to the wider community. Provide regular summaries and blog posts of drug checking result trends to wider community.

ESSENTIAL QUALIFICATIONS:

- **Communication Skills:** Demonstrates effective written and verbal communication skills within a complex interdisciplinary environment.
- **Knowledge:** of health and social services, substance use and health concerns of people who use drugs throughout Alameda County with emphasis on Oakland and Berkeley. Awareness and sensitivity to diverse and marginalized populations. Ability to speak candidly and knowledgeably about drug use and sexual health.
- **Judgment:** Exhibits sound and accurate judgment; can clearly explain reasoning for decisions; includes appropriate people in decision-making process; demonstrates persistence and overcomes obstacles; and adheres to safety protocols.

- **Adaptability:** Adapts to changes in work duties and organizational structure
- **Problem-Solving:** Implements de-escalation techniques; possesses ability to work in a fast paced and sometimes chaotic environment with people who use drugs and may have untreated mental and/or physical health challenges. Identifies and resolves problems in a timely manner; works with others to solve complex problems
- **Customer Service:** Ability to work comfortably with diverse populations in harm reduction and street settings, with sensitivity to issues concerning HIV and all disabilities. Responds efficiently and cordially to requests for service and assistance
- **Professionalism:** Reacts well under pressure; treats others with respect and consideration; follows through on commitments
- **Dependability:** Completes tasks on time; takes responsibility for own actions; reliable
- **Computer Skills:** Proficiency with Microsoft Office Suite and Google Suite
- **Professional Expectations:** Demonstrated ability to fulfill the HEPPACs professional expectations of accountability, active collaboration, commitment, communication, diversity and professionalism
- **Build Relationships and Partnerships:** Ability to engage and maintain positive working relationships with others, both internally and externally, to achieve the goals of the program and the organization.
- Demonstrated ability to operate and interact in a non-judgmental and professional manner when interacting with and supporting marginalized participant populations
- Demonstrated understanding of the confidentiality and sensitivity of the role
- Demonstrated ability to establish and maintain rapport with participants and stakeholders, including strong interpersonal skills and demonstrated professionalism and diplomacy
- Demonstrated ability to communicate complex physical science and health education concepts in an accessible and implementable manner for participants with a broad range of health literacies
- Demonstrated ability to provide successful linkage and resource referral skills, and understanding of local substance use counseling and medication assisted treatment options, health, and social services.
- Demonstrated ability to operate related equipment and ability to learn new technologies
- Computer literacy including experience working with Microsoft Office suite, Google suite, and database applications
- Excellent ability to work and learn independently with minimal supervision and to collaborate in a larger team
- Ability to manage competing priorities in a fast-paced environment
- Ability to analyze and resolve problems

SUPERVISION: N/A

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENTS:

Skill in operating equipment such as a personal computer, copy machine and telephone system. Ability to perform routine bending, stooping, twisting, and reaching. Ability to stand for four - six hours. Ability to lift a minimum of 50 pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position may have exposure to blood borne pathogens and

other infectious agents. The position requires work during evenings, weekends and holidays.

EDUCATION AND EXPERIENCE:

- High School diploma or equivalent.
- Strong understanding of our drug landscape and harm reduction practices and principles required.
- 3 years of harm reduction direct service work required.
- 2 years' experience managing programs and supervising staff *required*.
- Minimum, two years' experience working with people who use drugs, people experiencing homelessness, and highly marginalized populations required.
- Proof of valid California driver's license with excellent driving record required.
- Experience using motivational interviewing and strong understanding of harm reduction practices and principles, experience doing health education highly regarded.
- Demonstrated skill using the Microsoft and Google suite of programs including; Google sheets, Google docs, excel, PowerPoint, Publisher highly regarded.
- Understanding of HIV/HCV disease prevention and treatment is highly regarded.
- This position will have access to protected health information (PHI) and may only access, use or disclose the minimum information necessary to perform their designated role on behalf of HEPPAC, regardless of the extent of access provided.

WORK ENVIRONMENT:

This position is primarily located in the field or 5323 Foothill Blvd, Oakland CA, however it may occasionally require traveling to other office locations or off-site meetings as required by the job. May include evening and weekend coverage and working on some holidays.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for personnel so classified.

EMPLOYEE BENEFITS:

HEPPAC is proud to offer a comprehensive benefits package for our full-time employees. These include:

Vacation + Leave

Accrued paid time off which covers both sick leave and vacation time in accordance with HEPPAC policies.
21 paid holidays per year.

Retirement

403(b) Plan – HEPPAC matches employee contributions (1 to 1) up to 3% of salary

Health Coverage

Flexible Spending Account to set aside employee pre-tax dollars for unreimbursed medical and dependent expenses.

Medical insurance - premium fully paid by HEPPAC for employee (Kaiser Permanente)

Vision insurance – premium fully paid by HEPPAC for employee (Kaiser Permanente)

Dental insurance – premiums fully by HEPPAC for the employee (Delta Dental)

Disability + Family Leave

Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA), Pregnancy Related Disability Leave (PDL), as applicable

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

HEPPAC is an Equal Opportunity employer. We actively seek applications from people living with HIV/AIDS, people with disabilities, women, LGBTQ individuals and people of color.