



<b>Position title:</b>	Overdose Prevention Coordinator
<b>Reports to:</b>	Prevention and Outreach Program Manager
<b>Position type:</b>	Full-time; 40 hours/week, flexible schedule available
<b>Salary:</b>	\$60,000
<b>Benefits:</b>	Health, Dental and Vision Coverage; PTO including most federal holidays; 401k eligibility after six months of employment; 2 hours of self-care time per week
<b>Term:</b>	Permanent, full-time
<b>Deadline:</b>	August 31, 2022, 5p PST

*People of color, LGBTQ-identified people, and individuals whose lived experience has been affected by drug use, homelessness/housing insecurity, incarceration, and/or viral hepatitis are strongly encouraged to apply.*

#### **WHO WE ARE:**

The Hepatitis Education Project (HEP) is a Seattle-based 501(c)(3) nonprofit agency committed to providing support, education, advocacy, and direct services for people affected by hepatitis and to helping raise hepatitis awareness. Driven by the values and principles of social justice and harm reduction, our programs include Prevention and Outreach, including syringe access; Medical Case Management; Medications for Opioid Use Disorder; Correctional Health; and Policy and Advocacy. Through these programs, HEP serves people at risk for or living with viral hepatitis, with a focus on disproportionately impacted communities including people experiencing homelessness and/or housing instability; people who are uninsured/underinsured; people who inject drugs; incarcerated or formerly incarcerated individuals; and immigrant and refugee communities. We are implementing a new drug checking program using a spectrometer to analyze interested client's samples for safety.

#### **POSITION DESCRIPTION:**

The Overdose Prevention Coordinator will be a member of the Prevention and Outreach program, performing the typical duties involved therein, such as community outreach and shifts working the syringe service program. Prevention and Outreach staff perform administrative duties and prep supplies for the syringe service program. This position will also be trained on the Bruker Alpha II FTIR spectrometer, a drug checking machine used to verify the contents of drug samples brought in by clients, as such you must be comfortable handling drug samples and potentially being exposed to substances.

#### **RESPONSIBILITIES INCLUDE:**

- Perform drug verification services for clients by operating HEP's drug checking machine
- Oversee Naloxone distribution and tracking including data entry and monthly reporting
- Prep supplies for syringe service program including assembling safer smoking kits, packaging cottons, and making naloxone kits
- Administrative tasks including uploading client intake paperwork into HEP's client database, Apricot
- Screen and assess clients for appropriateness for enrollment in medical case

management, including but not limited to desire to engage in and need for support in accessing buprenorphine treatment through the STEP Clinic

- Utilize trauma-informed lens to provide health education, counseling, and referrals to medical care
- Viral hepatitis testing (current phlebotomy license not required, you will receive training)
- Identify potential supportive social and medical programs and provide referrals to community resources, as appropriate
- Deliver medically accurate and appropriate viral hepatitis and harm reduction education to clients
- Stay informed about developments in viral hepatitis and substance use disorder services, intervention, and treatment
- Shifts working HEP's syringe service program
- Working community outreach events
- Regular outreach to various encampments of people experiencing homelessness
- Unloading shipments of supplies, this occasionally requires heavy lifting
- Minimum two front desk shifts which includes being the first point of contact for clients and directing them appropriately (i.e., looking up client information for testing and vaccine eligibility and coordinating flow between clinical staff, STEP Clinic, and syringe service program)
- Client bathroom monitoring
- Explain and enforce behavioral expectations for all clients in the space
- Help fulfill and track orders for HEPs mutual aid program
- Other duties and responsibilities as assigned

#### **ACCESSIBILITY CONSIDERATIONS**

- Potential secondhand drug exposure
- Occasional heavy lifting
- Ability to carry a backpack during encampment outreach which at times requires walking uphill and sometimes difficult terrain

#### **DESIRED CANDIDATE QUALIFICATIONS:**

- Lived experience or education that demonstrates understanding of homelessness or unstable housing, substance use, and/or incarceration
- Experience providing services and interventions from a strengths-based, harm reduction perspective to people experiencing mental health/substance use disorders
- Two or more years working in social services, homelessness, substance use, outreach and/or case management
- Ability to work 40 hours per week, including occasional weekend or evening events

*To apply, please send resume and cover letter to [resumes@hepeducation.org](mailto:resumes@hepeducation.org). Resumes without a cover letter will not be considered. Please include the job title in the subject of your email.*

***As per Governor Inslee's Proclamation 21-14, all HEP staff, volunteers, and contractors are required to be fully vaccinated against COVID-19. All new staff will be required to provide proof of vaccination, or submit a substantiated exemption under applicable law, before they begin work on-site at our Seattle office.***