

Position (Prevention Department): Coordinator, Needle Exchange

Starting Pay: \$11/hr

Hours: 0.5 FTE (20 hours/week)

Paid Days Off Per Year (to start): 10 Vacation; 12 discretionary; 9 holiday, (31 total)

Additional benefits: 403b Retirement after 6 months

This position is hourly and non-exempt, i.e. subject to state and federal wage and overtime requirements.



SUMMARY OF POSITION:

The Prevention Outreach Worker will work closely with the prevention department manager in the management and supervision of Needle exchange services. Needle exchanges services include: syringe exchange and referrals.

ESSENTIAL RESPONSIBILITIES:

- Collect and maintain relevant data related to needle exchange services.
- Assist in developing grant proposals and grant reports.
- Provide needle exchanges at HIV Alliance and mobile exchange sites
- Supervise volunteers providing needle exchange services
- Provide volunteers with trainings related to services.
- Track and maintain supplies related to NEX services
- Coordinate the disposal of used needles.
- Provide referrals to HIV testing services, Community PROMISE, other agency services and community services.
- Present to community groups about HIV, including HIV 101 presentations.
- Provide HIV testing and counseling services to at-risk populations.
- Attend workshops and trainings that are relevant to job responsibilities and which will encourage professional development and program growth.
- Help foster community involvement, support and effective collaboration.
- Participate in agency collaborative processes and committees.

REQUIRED QUALIFICATIONS:

- Willingness to work a flexible schedule, including many evenings and some weekends.
- Comfortable discussing sex, drug use, and HIV/AIDS.
- Knowledge of the unique issues affecting high-risk communities and willingness to learn about culturally relevant interventions for gay and bisexual men, people who inject drugs and people living with HIV/AIDS.
- Willingness to work with:
 - marginalized, underserved populations.
 - people who inject drugs.
 - sex workers.
 - gay/bisexual men and other men who have sex with men.
 - individuals engaging in behavior considered to be high-risk for HIV.
 - gay/bisexual young men and young people who inject drugs.
- Support of harm reduction philosophy and client-centered approach in prevention.
- Comfortable handling safer injection and safer sex supplies.
- Familiarity using Word, Excel, Microsoft Access, and Power Point.
- Valid Oregon driver's license, driving record sufficient to be covered by agency auto insurance policy, ability to transport self to job-related events and locations
- Ability to pass agency criminal background check

PREFERRED QUALIFICATIONS:

- One year experience working with marginalized, underserved populations
 - Bilingual (Spanish/English) ability; Knowledge of culturally-relevant interventions for Spanish speaking high risk populations
 - Degree in family and human services, public health or other related fields
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