



## **POSITION DESCRIPTION**

**JOB TITLE:** Outreach Specialist – Comprehensive Harm Reduction

**REPORTS TO:** Harm Reduction Manager

### **POSITION OVERVIEW:**

The Outreach Specialist will work with our Comprehensive Harm Reduction team to distribute harm reduction supplies to clients, provide harm reduction education and overdose reversal training, and conduct monthly/quarterly needs assessments facilitating appropriate referrals when needed. In addition, the Outreach Specialist will work within the community to build relationships with community-based services and promote the work of Harm Reduction within the community.

### **RESPONSIBILITIES AND DUTIES:**

- Educates stakeholders, community groups, and agencies on the importance of Harm Reduction.
- Trains individuals and groups in overdose reversal.
- Maintains documentation and performs data entry as required by the funder.
- Distributes and tracks harm reduction supplies to clients.
- Conducts monthly/quarterly assessments and provides appropriate referrals.
- Builds and maintains positive relationships with community members to promote Harm Reduction.
- Prepares regular reports on outreach activities.
- Compiles and submits monthly reports of required funding data.
- Answers phone or performs other duties as assigned by the Council.

### **REQUIRED SKILLS AND ABILITIES:**

- Excellent verbal and written communication skills.
- Strong public speaking and presentation skills.
- A valid driver's license and reliable transportation is required.
- Ability to work with diverse populations.
- Ability to work outside during outreach.
- Strong organizational skills.

- Ability to work independently.

**EDUCATION AND EXPERIENCE:**

- Bachelor's degree in human services or CHW Certification; will consider a combination of education and experience
- SOAR certification or willingness to obtain certification

**CLASSIFICATION:** Full-time or Part-time/Non-exempt