

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title : Harm Reduction Coordinator
Department: Health
Revised : March 2023

Class : Professional
FLSA : Exempt

This job description supersedes any prior description for the Harm Reduction Coordinator classification.

GENERAL DESCRIPTION

Highly responsible position implementing harm reduction activities within Rowan County and serves as a critical member of the "boots on the ground" team that will be fulfilling the goals and objectives set forth by the Opioid Settlement. The employee works independently as well as with the HOPE team and receives supervision from the Substance Use and Mental Health Program Manager.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Coordinating and facilitating various harm reduction education, outreach and prevention activities in the community that have either been identified as a need or have been requested by a community member. (Narcan distribution, Narcan administration education, harm reduction education, homeless resource outreach, wound care access).

Assist the certified peer support specialists with coordination and facilitation of harm reduction peer support group meetings, activities, and events.

Prepare for and lead the substance abuse task force meetings in Rowan County.

Attend and assist with HOPE team meetings, activities, and events.

Prepares, selects, and assembles, educational and informational materials pertaining to substance use/misuse, harm reduction, prevention, and mental health to be distributed through a variety of channels while ensuring equitable access to health information to all county residents.

Develop partnership opportunities with various cross sector community organizations, and stakeholders to promote harm reduction guiding principles within the community while following the Collective Impact Model to ensure available resources are equitable. Actively participate in relevant networks and coalitions that work within the realm of substance use.

Assist the various municipalities in Rowan County in establishing harm reduction plans, policies, procedures, and system level changes that meet the specific needs of their communities. (Provide sharps containers and Narcan to first responders, establish Narcan pickup sites in all quadrants of the county for easy access, reduce stigma associated with individuals who use substance and live with mental health disorders).

Provide services in accordance with the Federal Health Insurance Portability and Accountability Act (HIPAA), and the current Privacy and Security Amendments of the Act.

The NC Opioid Settlement is the source of funding for all strategies, projects and programs that are set forth under the MOA. This position will be responsible for preparing invoices and purchase orders for items requested.

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OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Advanced knowledge in the areas of harm reduction principles and practices, addictions, HIV/AIDS, hepatitis C, mental health, etc.

Ability to establish rapport, provide support and advocate for a diverse range of populations including individuals who use substances and are living with significant health challenges.

Knowledge of social justice, health promotion and public health approaches and models of social support and health care.

Communication and interpersonal skills and demonstrated commitment to working within a collaborative, team approach.

Knowledge related to the operation of government and grant funded programs.

Knowledge of public and private substance abuse facilities resources, and personnel.

PHYSICAL REQUIREMENTS

Work is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 50 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse environmental conditions or hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Master's Degree from an accredited college or university in Health Education, Public Health, Social Work, or related field and one year of experience in Harm Reduction; or Bachelor's Degree in Health Education, Public Health, Social Work or related field and 2 years of experience in Harm Reduction; or equivalent combination of education and work experience. A valid driver's license is required.

This job description does not create an employment contract, implied or otherwise.