

JOB DESCRIPTION

POSITION TITLE: HIV Prevention Harm Reduction Specialist

REPORTS TO: Director of HIV Prevention and Education

STATUS: Non-Exempt, Full-time 40 hours/week

JOB SUMMARY

The HIV Prevention Harm Reduction Specialist provides HIV prevention and education services to high risk populations and the general community in Anchorage and the Mat-Su region. High risk populations include men who have sex with men (MSM), people living with HIV, high-risk heterosexuals (HRH), person who inject drugs (PWID), and their partners. This position coordinates services and is responsible for Four A's Syringe Access Program (FASAP) - Mobile Unit. The mobile unit operates at various locations in Anchorage and Mat-Su. The mobile syringe access program provides sterile syringes, collects used syringes, offers clean injection supplies, performs rapid HIV and Hepatitis C (HCV) testing and counseling, dispenses Narcan kits, and provides referrals to other services. This job requires a person with a strong commitment to the principles of Harm Reduction.

QUALIFICATIONS

Education and Experience: Bachelor's degree in health education, social services, or related field, or 3 years working in a related setting. Experience working with people who experience HIV/AIDS, substance and/or behavioral health issues, or substance use disorder is recommended.

Communication Skills: Communicate effectively in oral and written form with program participants, agency staff, other service agencies, and the general public and possess strong active listening skills. Must be comfortable discussing illicit drug use and overdose prevention as well as sexually explicit subjects. Must be comfortable facilitating educational outreach.

Equipment:

- Ability to operate proficiently a personal computer, fax machine, printer, & copier and calculator.
- Access to reliable transportation.
- Ability to safely operate and drive a large cargo van for distances up to 100 miles a day.
- Have a reliable cell phone.

Physical Requirements:

- Frequent communication - verbal and written.
- Frequent sitting and/or standing.
- Repetitive movement of hands and fingers - typing and/or writing.
- Visually or otherwise identify, observe and assess.
- Occasional stooping, kneeling or crouching.
- Climb into/out of vehicle using step stool and assist handles.
- Reach with hands and arms.
- Use math/calculations.
- Lifting Requirement – minimum of 25 lbs

Certifications and Clearances: Valid driver's license; proof of auto insurance (if using private vehicle), Federal and State background check and TB test.

Knowledge, skills, and abilities: Must be knowledgeable about HIV/AIDS and HCV prevention, Substance Use Disorder (SUD), and harm reduction. Must be comfortable discussing sexual health and illicit drug use with a wide range of persons in a variety of settings. Basic knowledge of addiction and health complications associated with injection drug use.

ESSENTIAL JOB FUNCTIONS

- Provide service in accordance with the Four A's mission statement.
- Responsible for adhering to all policy and procedures as outlined in the Employee Handbook and other departmental procedure manuals.
- Ensure services meet all requirements as outlined by the funding source and/or State of Federal law.
- Oversee the daily operation of Mobile FASAP which includes, but not limited to: keeping program supplies stocked, conducting exchanges, performing HIV/HCV testing and counseling, coordinating with additional staff/volunteers, and being the point of contact for the Mobile FASAP while in the field.
- Train new staff/volunteers in Mobile FASAP operations.
- Collect and track data related to HIV/HCV rapid testing and the Mobile FASAP.
- Assist with compilation of monthly, quarterly, and yearly program statistics and reports.
- Attend Four A's staff meetings and other specified meetings/trainings as required.
- Accurately complete job assignments, agency forms, and written documentation within assigned deadlines.

Four A's; is an Equal Opportunity Employer and makes every effort to ensure that in every phase of its recruitment and selection processes equal employment opportunity is provided to all individuals regardless of race, color, genetics, sex, gender identity or expression, sexual orientation, age religion, marital status, change in marital status, pregnancy, parenthood, disability, national origin or citizenship, or veterans status. People with lived experience of drug use, incarceration, homelessness, and/or sex work; people of color, women, members of the LGBTQIA+ communities; and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.

Employee Signature

Date