

JOB DESCRIPTION

POSITION TITLE: Harm Reduction Peer Support Specialist

REPORTS TO: Director of HIV Prevention and Education

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

SALARY: \$24.66 per hour

LOCATION: Anchorage, AK

TO APPLY: Send current resume and cover letter to Venus Woods at applicants@alaskanids.org

JOB SUMMARY

The HIV Prevention Harm Reduction Specialist provides HIV prevention and education services to people in Anchorage and the Mat-Su region. We focus our outreach efforts on sexually active individuals in need of HIV education and information, people who inject drugs, and their partners. This position is responsible for Four A's Syringe Access Program (FASAP) - Mobile Unit. The mobile unit operates 5 days per week in Anchorage and the Mat-Su Valley. The mobile syringe access program provides sterile syringes, collects used syringes, offers sterile injection supplies, performs rapid HIV and Hepatitis C (HCV) testing and counseling, dispenses naloxone kits, and provides referrals to other services. The 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. Lived experience with substance use, HIV or harm reduction is highly valued.

Communication Skills: Communicate effectively in oral and written form with clients, family members, agency staff, service agencies, and the public. Strong, active listening skills are vital.

Equipment:

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

Physical Requirements:

- Frequent communication - verbal and written.
- Repetitive sitting and/or standing.

- Repetitive movement of hands and fingers - typing and/or writing.
- Visually or otherwise identify, observe and assess situations.
- Occasional stooping, kneeling or crouching.
- Reach with hands and arms.
- Climb into/out of vehicle using step stool and assist handles.
- 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, fingerprinting, and TB test.

Knowledge: Must be knowledgeable about HIV and HCV prevention, Substance Use Disorder (SUD), and harm reduction. Must be comfortable discussing sexual health and 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.

Access to PHI: Will have access to Protected Health Information as outlined in Four A's Privacy Policies & Procedures.

Essential Job Functions:

- Provide services in accordance to 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 or 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 monthly Four A's staff meetings and other specified meetings/trainings as required.
- Attend appropriate collaborative meetings within the community.
- Accurately complete job assignments, agency forms, and written documents within assigned deadlines.
- Communicate effectively in oral and written forms with consumers, participants, families, coworkers, supervisors, other service agencies, and the community.

Non-Essential Job Functions

This Job Description does not list all your job duties. Occasionally your supervisor might request that you perform other reasonable duties. Review of your performance is based on your performance of the duties listed in this Job Description and these other duties. Four A's reserves the right to revise this Job Description at any time. This Job Description is not a contract for

employment. Therefore, either you or Four A's may terminate the employment relationship at any time, for any reason, with or without notice, with or without cause.

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 veteran's status. **People with lived experience of drug use, incarceration, homelessness, and/or sex work; people of color, women, and members of the LGBTQIA+ communities; and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.**