



**Position: Harm Reduction Manager**

The Harm Reduction Coordinator, under the direction of the Harm Reduction Supervisor, is responsible for the coordination of Syringe Exchange services, community outreach, policy implementation, and recruitment/training/engagement of volunteers. Harm Reduction Coordinator will be responsible for managing community outreach efforts, creating and preparing programmatic updates to funding partners. Responsibilities include: building relationships with stakeholders, program participants, and performing street outreach, in addition to overdose prevention training, naloxone distribution, and HIV/ Hep C testing.

**Basic Qualifications:**

- Bachelor’s degree in public health or closely related field
- Excellent written and verbal communication skills
- Experience communicating across a broad cross-section of groups and individuals
- Grant Writing and/or reporting experience
- Valid driver’s license, reliable transportation
- Ability to work non-traditional hours, including nights and weekends, and ability to work evening and weekend hours

**Preferred Qualifications:**

- Master’s Degree
- Experience working with drug users, highly marginalized or homeless
- Populations
- Strong understanding of harm reduction practices and principles

**Responsibilities:**

Conduct outreach and targeted case findings to engage new participants in harm reduction services. Facilitates assistance and coordination with other HR staff to ensure excellent engagement into needed services;
Complete timely and accurate funder reporting within the respective data bases;
Manage volunteers by training and scheduling as appropriate to support syringe exchange efforts on harm reduction resources, health education, and referrals to services;
Responsible for engagement of high-risk individuals through outreach, in-reach, peer engagement, and referrals from other community organizations ;
Conduct overdose prevention trainings, and other community trainings to support cultural competencies of other community providers to serve high-risk substance using individuals;
Cultivate and/or initiate collaborations between treatment agencies and facilitate communication about trends observed throughout the community;
Identify, implement, and execute contractual agreements/policies with partnering agencies/stakeholders;
Maintain a sufficient stock of program necessities, including inventory and ordering of supplies for NOSS;
Evaluates programmatic efforts to ensure proper administration, implementation and outcomes of programs, recommends program changes and best practices;
Assists in development of educational communication materials, meeting the needs of agency service providers and considerate of various ethnic, socio-economic levels and community groups; administers, coordinates, or completes special projects including grant writing;

Responsible for communicating, monitoring, and interacting on behalf of NOSS on various social media platforms and community forums;

May be required to fill in at NOSS clinic, cross- train on NOSS duties and responsibilities, as appropriate and within scope of practice;

Other Duties & Responsibilities: Other duties as assigned.

**Please email or mail cover letter and resume to:**

Email: [TLCHDresumes@co.lucas.oh.us](mailto:TLCHDresumes@co.lucas.oh.us)

Toledo-Lucas County Health Department

Attn: Human Resources

635 N. Erie Street

Toledo, Ohio 43604

**The Toledo-Lucas County Health Department is an Equal Opportunity Employer. The Department operates in accordance with Title VII of the Civil Rights Act of 1964.**