Job Description

Position: Full-Time Prevention Services Coordinator (40 hours per week)
Classification: Non-Exempt
Reports to: Prevention Program Manager
Location: Denver, CO
Starting Salary: $41,600

Essential Job Functions:

- Provides in person support during the operation of the syringe access program including but not limited to syringe safe disposal, syringe distribution, distribution of safe injection/snorting supplies, PWUD/PWID education, data entry, and client registration into the program.
- Administration of HIV/HCV/STI testing and individualized risk reduction counseling services to PWUD, as well as people living with HIV/AIDS; members of the LGBTQ+ community; people experiencing or at risk for homelessness; and other populations who may benefit from educational programs and services related to HIV, STI, and HCV testing and information, sexual wellness efforts, and harm reduction. Facilitation of linkage-to-care for people who inject/use drugs (PWID or PWUD).
- Provides in person support and facilitation of HIV/HCV/STI testing including during the operation of the syringe access program including, outreach events, and other Colorado Health Network programs.
- Works collaboratively with other support services co-located at Colorado Health Network.
- Maintains and develops referral network of PWUD/PWID support and prevention services and provide linkage to care (LTC) as needed.
- Advancement and implementation of harm reduction education, outreach, supportive services, and syringe access program development in Denver.
- Represents the organization at community events and collaborative meetings as needed. Participates in departmental and agency retreats and meetings.
- Maintains current understanding of best harm reduction practices for people who use/inject drugs and participates in additional trainings when offered.
- Maintains current understanding of overdose, human immunodeficiency virus and hepatitis C virus (HIV and HCV) prevention issues and trends, and current drug information; participates in additional trainings when offered.
- Develops program outcome tracking tools and quality improvement plans to ensure the quality of programmatic information’s relevance and implementation for PWUD/PWID.
- Aids in developing and maintaining programmatic tracking and data collection for internal and grant reporting purposes
- Participates in development and marketing of prevention programming that serve: PWUD/PWID, people experiencing or at risk for homelessness, incarcerated persons, and other populations who may benefit from educational programs and services related to overdose prevention, HIV, and Hepatitis C testing and information, sexual wellness efforts, harm reduction programs including, but not limited to, syringe exchange programs; and other advocacy and public health efforts.
- Works collaboratively with the prevention services team and Colorado Health Network Medical Clinic to develop and support programs that are culturally competent and responsive to clients accessing prevention support at Denver CHN.
- Aids with intern/volunteer/AmeriCorps training and support in the areas of overdose prevention, outreach, syringe exchange, and other prevention services.
- Develops and facilitates educational presentations in the community regarding NARCAN®/Naloxone use, safe injection practices, using fentanyl test strips, and other harm reduction best practices. Trainings will include individual and group level interventions for people who use (inject) drugs (PWUD/PWID), law enforcement, first
responders, treatment/health care providers, and other community stakeholders as relevant to overdose prevention practices.

- Develops and facilitates train the trainer curriculum to train peers and other community members on overdose prevention best practices.
- Works days and evenings as needed, weekends may be required.
- Additional duties as assigned.

We highly recommend people of all educational background and life experiences apply. We believe that people with lived experience are among the most qualified to provide harm reduction and sexual health services. We believe that the people we serve must be centered in the work we do. Hence, we strongly encourage applications from people who hold these identities or who are members of other marginalized communities.

Qualifications:

- Strong commitment to anti-oppression, social justice, and critical health equity frameworks.
- Comfortability discussing sexual health and harm reduction strategies through a sex-positive and affirming framework, including topics such as BDSM/kink, condom-less sex, injection drug use, sex work, and gay bathhouses.
- Ability to uphold respect for client’s autonomy to make decisions about their sexual health.
- Flexibility, creativity, collaborative, and a positive workplace attitude in a small team dynamic.
- Strong critical thinking, active listening, and problem-solving skills to address complex situations.
- Effective verbal and written communication skills as well as high attention to detail.
- Ability to communicate well with medical providers, community members, and support staff.
- Basic knowledge of HIV, HCV, STIs, PrEP and other prevention methods.
- Strong socio-cultural identification or work experience with MSM, LGBTQIA+, and communities of color.
- Bi/multi-lingual candidates strongly desired, especially fluency in Spanish.
- Experience in systems navigation, motivational interviewing, and working with confidential information.

Education:

Bachelor’s Degree in Social Work, Human Services, Psychology, Sociology, Public Health, and Communications, a related field or equivalent experience required; candidates with lived experience can substitute educational background. Candidates who are actively pursuing more education or have hopes to pursue additional education are encouraged to apply.

Software Utilized:

Experience working with basic office and database computer programs, including familiarity with Microsoft Outlook, Word, Excel, Access, and the internet. Experience with fundraising, contact management or other database software preferred.

Knowledge, Skill and Ability:

- Must be able to work in a diverse setting with diverse populations, including people representative of all gender identities, races, and ethnicities, members of the LGBTQIA+ community, people who are insecurely housed or homeless, people who use illicit drugs, and people who participate in commercial and/or survival sex work.
- Must be able to work both independently with minimal supervision and as a member of a team.
- Possesses impeccable written and verbal communication skills.
- Comfortable with community outreach and coordination with external stakeholders; a positive attitude and an outgoing personality are a must.
- Organization and time management skills are a must.
Material and Equipment Directly Used:
Works with standard office equipment including computer work station, printers, copiers, scanners and fax machine. Works with word processing software, spreadsheet applications, and presentation software. Communicates with clients and vendors using the telephone, e-mail, the Internet, and fax.

Physical Demands and Work Conditions:
Works in an office environment. Requires ability to lift up to 25 pounds of materials. Requires clear speaking ability and the ability to use a telephone for extended periods. Requires ability to view a computer screen (near acuity). Requires fingering agility for keyboarding and using a telephone and other office equipment.

As employees of a charitable organization, CHN staff share the responsibility of serving as ambassadors for the organization in the community. This can be achieved by fostering the development of relationships with potential constituents & donors and by participating in CHN events/activities in a way that is meaningful to each employee.

How to Apply
Please email a cover letter and resume (subject line must be “Prevention Coordinator”) to Human Resources at HR@coloradohealthnetwork.org.
All offers of employment are subject to the completion of a criminal background check.
Colorado Health Network is an Equal Opportunity Employer (EOE).
Application deadline: 12/14/2020