**Opioid Settlement (OS) Funds Outreach Coordinator**

**REPORTS TO:** Harm Reduction Project Manager

**SUPERVISEES:** Outreach Peers, PDSE Networkers, and Volunteers

**EMPLOYMENT STATUS:** Full-time Regular, Non-Exempt

**PRIMARY FUNCTION:** In collaboration with the OS Project Manager, the Coordinator’s primary responsibilities are to coordinate, conduct and support all Opioid Settlement outreach in East Harlem and the Bronx, including but not limited to Peer Delivery Syringe Exchange (PDSE). The Outreach Coordinator will support community needs assessments activities and serve as a bridge from community into agency services. The coordinator is expected to provide anonymous and confidential prevention health education, conduct opioid overdose prevention training for individuals, families, and communities.

**DUTIES AND RESPONSIBILITIES:**

* Conduct community outreach activities targeting individuals that use drugs in East Harlem and Bronx
* Monitor and track distribution of smoking supplies, injection equipment, safer sex supplies, harm reduction kits, and test strips.
* Expanding harm reduction services at our East Harlem program site starting with outreach and PDSE services, as well as on-site SSP/SEP services.
* Work with project manager and directors to create and implement outreach initiatives.
* Maintain a caseload of 20- 25 participants.
* Provide individual and group harm reduction services.
* Provide linkage and navigation services.
* Provide group and individual opioid overdose prevention training.
* Maintain relationship and support with current and potential PDSE Networkers.
* Supervise peers conducting street and mobile van-based outreach and other program related services.
* Document and enter service provision into electronic health record and any other databases designated by funding sources.
* Conduct duties as required to meet Alliance mission.
* Attend all required staff meetings, unit meetings, and any strategic planning or trainings required by funded initiative.

**QUALIFICATIONS**: The Outreach Coordinator will have at least two years of harm reduction and outreach experience. Must be willing to work some evenings and weekends and flexibility of schedule. Must be able to navigate the city by mass transportation. Conducting street-based walkabout outreach is an essential aspect of this job. Should be able to lift and carry 20-40 lbs. Bi-lingual (Spanish/English) + plus. Belief in Alliance’s mission and work is desirable. Strong commitment to diversity, equity, and inclusion required. COVID-19 vaccination required.