



ADVANCING TOGETHER

110 Bartholomew Ave Ste 3050, Hartford CT 06106 • T 860-247-2437 • F 860-951-4779 • act-ct.org

Job Title: Harm Reduction Services Manager

Reports To: Director of Harm Reduction & Prevention

Goal: Responsible for the oversight of ACT's drug user health and sexual health related harm reduction (HR) programs in accordance with Department of Public Health and ACT guidelines.

Functions:

- Oversee daily operations of all Drug User Health/Syringe Services Programs (SSPs) based on program protocols established in conjunction with the Connecticut Department of Public Health (DPH)
- Manage HR staff including, but not limited to: interviewing, hiring, training, performance evaluations/ongoing professional development plans
- Provide naloxone and overdose trainings, in addition to other HR trainings, to staff, clients, and outside agencies
- Conduct supply inventory to assess supply needs, work with front line staff and Director of Harm Reduction to order supplies in a timely manner
- Assess current information regarding HR programs nationally and internationally to recommend appropriate changes to ACT programs in order to:
 - Improve program outcomes
 - Ensure that ACT programs meet client needs and respond appropriately to trends
- Ensure adequate staff coverage of HR programs
- Refer and ensure that clients access care services (psychosocial, support, medical, substance use, HIV/HCV education and treatment, etc.) as needed
- Maintain good working relationships with DPH representatives and key collaborators in the community
- Prepare DPH triannual reports on time and following the guidelines established by DPH
- Ensure that harm reduction activity data is being collected and entered into the data collection systems in a timely manner
- Collaborate to coordinate and deliver services including: HIV/HCV/STI outreach, testing, and linkage to care; Effective Behavioral Interventions (EBIs) such as Testing Together and NIA; trainings, presentations and speaking engagements; statewide distribution of medical and educational materials
- Represent ACT at local and statewide meetings and events
- Serve as a member of "The Voice," an ACT committee that creates a positive, diverse, and affirming work environment for all staff members
- Assist with grant writing
- Perform other duties as assigned

Qualifications:

- BA/BS in health/education or a combination of 3 or more years of health educator, harm reduction and outreach experience, with at least one year of supervisory experience preferred
- Experience managing frontline, community-based programs
- Knowledge of substance use, harm reduction, and HIV/HCV/STI
- Belief in harm reduction principles
- Comfortable talking with people who inject drugs, and people of varying race, ethnicity, sexual orientation, gender orientation, socioeconomic status, etc. and with handing out syringes, safer smoking kits, condoms, lubricants, etc.
- Comfortable working in a sex positive environment where HIV/STIs, sexual behavior and prophylaxis are routinely discussed
- Familiarity with priority populations, including people who inject drugs (PWID), men who have sex with men (MSM), youth, people of color (POC), people living with HIV/AIDS (PLWHA) and their partners, etc.
- Ability to work in a fast paced environment with minimum supervision
- Experience in the implementation of interagency collaborative efforts
- Knowledge and experience on the compilation, and submission of statistical data and reports (xPEMS) preferred
- Excellent oral and written communication skills and ability to effectively communicate with priority populations in their environments to provide education on infectious diseases, prevention, risk reduction and treatment
- Creativity, flexibility and ability to work as part of a team
- Excellent time management skills
- Certified HIV tester preferred
- Bilingual (English/Spanish) preferred
- Flexibility with schedule for weekend and evening hours
- Must have reliable transportation, a valid driver's license and clean driving record

What we offer full-time (35 hours per week) employees:

- Dedicated, diverse, and friendly co-workers
- Generous paid time off
- Agency-subsidized benefits
- Free off-street parking

How to Apply: Please send your resume and cover letter expressing interest in our mission to apply@act-ct.org with "Harm Reduction Services Manager" in the subject line. Resumes received without a cover letter that demonstrates knowledge of ACT and a clear statement of how our mission aligns with your goals will not be considered. Candidates will be considered on a rolling basis until the position is filled. Due to the anticipated volume of responses, we will contact only those top candidates who most

closely match our requirements. This is a non-exempt position with a pay rate of \$20.87 - \$23.35 per hour, commensurate with experience.

ACT celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.