



**ADVANCING
TOGETHER**

110 Bartholomew Ave, Ste 3050, Hartford, CT 06106 • T 860-247-2437 • F 860-761-6711 • act-ct.org



JOB TITLE: CT Center for Harm Reduction Manager

PAY RATE: \$60,000/annually

REPORTS TO: Senior Program Director

WHY WORK AT ACT?

At Advancing Connecticut Together (ACT), we work to improve the lives of people impacted by poverty and economic disparities, health disparities like HIV/AIDS, homelessness and substance use issues through three programmatic divisions (AIDS CT, CAHS and CFHR). We are a non-profit organization that is passionate about our work and strive to lead through innovation, make measurable progress, collaborate for greater impact, and respect the choices of our participants.

RESPONSIBILITIES:

- Oversee daily operations of all Center for Harm Reduction (CFHR) programs, including all components of OTL and SSP such as staffing
- Manage CFHR staff including interviewing, hiring, training, performance evaluations/ongoing professional development plans, employee conflicts, disciplinary actions, etc.
- Oversight of the distribution center and staff
- Ensure all programs activities (i.e.: SSP data, HIV/HCV testing, outreach encounters, etc.) are collected and entered in their respective data collection systems in a timely manner
- Assist with preparing data points for tri- annual reports
- Maintain good working relationships with DPH representatives and key collaborators in the community
- Create and conduct outreach, testing and linkage events to promote HIV/HCV testing and network with community members/stakeholders in local communities with a focus on Hartford county communities
- Deliver culturally appropriate HIV/HCV/STIs and sexual health education and prevention counseling messages to community members throughout local communities
- Provide overdose and naloxone trainings, in addition to other harm reduction trainings, to staff, clients and outside agencies
- Employ culturally appropriate harm reduction methods when working with clients
- Maintain working knowledge of all program components to properly collaborate and coordinate delivery of services
- Assess, compile and analyze current national and international trends in sexual and substance use/abuse health to recommend changes to ACT programs
- Other duties as assigned

QUALIFICATIONS:

- BA/BS in health/education or a combination of three or more years of health educator, harm reduction and outreach experience (at least 1 year of supervisory experience preferred)

- Experience managing frontline, community-based programs
- Knowledge of HIV/HCV/STIs, sexual health, substance use/abuse, and the harm reduction model
- Comfortable talking with people of varying cultures, ethnicities, sexual orientations, gender identities, socioeconomic status, people who inject drugs, people living with HIV, etc.
- Comfortable working in a sex positive environment where HIV/STIs, sexual behavior and prophylaxis are routinely discussed
- Familiarity with groups disproportionately affected by substance use and HIV/HCV
- Ability to work in a fast-paced environment with minimum supervision (face to face/virtual)
- Excellent oral and written communication skills and ability to effectively communicate with groups prioritized for services in their own environments to provide education on infectious conditions, prevention, risk reduction and treatment
- Creativity, flexibility and ability to work as part of a team
- Excellent time management skills
- Flexibility with schedule as there may be a need for occasional weekend and evening hours
- Must have reliable transportation, a valid driver's license and a clean driving record
- Comfortable receiving and distributing syringes and risk reduction supplies

WHAT WE OFFER FULL-TIME (35 hours per week) EMPLOYEES:

- Dedicated, diverse, and friendly co-workers
- 12 agency holidays
- Agency-subsidized medical, dental, and vision coverage and 100% paid short-term/long-term/life insurance
- 403(b) retirement plan with employer match of 100% up to 3% of pay
- Free off-street parking

SOUND LIKE A GOOD FIT?

If so, please send your thoughtful cover letter and resume to apply@act-ct.org with CT Center for Harm Reduction Manager in the subject line. Resumes received without a compelling personalized cover letter 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.

Advancing CT Together, Inc. celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.