

FIRST CALL JOB DESCRIPTION

Title: Harm Reduction Specialist
Department: Prevention
Report to: Director of Prevention Services

Why First Call?

First Call's values of person-centered service, community, collaboration, and kindness are foundational for the agency's focus on accessibility and commitment to data-driven practice as we work toward our mission to reduce the impact of alcohol, drugs and addiction by providing quality resources for individuals, families, and the community.

Position Summary

Responsible for planning, developing, implementing, and evaluating community-based strategies for substance use prevention and harm reduction as part of the SAMHSA NOFO: Harm Reduction Program. This position is in the Prevention Department but will participate in group supervision with the Director of Recovery Services. **Applicant must be able to meet Certified Peer Specialist requirements through Missouri Credentialing Board (learn more [HERE](#))**

Major Functions

1. Work with Director of Prevention Services to formulate plans to increase education on harm reduction within Kansas City metro service area utilizing the Strategic Prevention Framework
2. Develop and conduct education programs and training, including community-level and individual-level training on naloxone and other harm reduction tools
3. Participate in Recovery Advocacy team meetings and work with First Call Recovery Advocates and First Call Director of Recovery Services to provide a linkage to treatment and recovery services, and motivational support
4. Develop fact sheets, brochures, and media campaigns about substance use prevention including harm reduction
5. Provide current resources material on substance abuse prevention, harm reduction, advocacy issues, and state issues.
6. Actively participate in the creation of the Harm Reduction Advisory Council (as required in NOFO) and assist with development and implementation of technical assistance plan for the coalition.
7. Provide consultation to community teams, including the Harm Reduction Advisory Council, in identifying issues/problems related to substance abuse, assessing available resources, identifying new resources, developing objectives and action plans, and developing funding proposals
8. Provide monthly reports for the First Call Director of Prevention Services
9. Work in collaboration with the KC CARE team and maintain communication with key staff involved in the grant.
10. Some in-town and out-of-town travel may be required to complete position responsibilities:
 - a. Work hours **will** include some weekend and evening activities
11. Other duties as deemed appropriate for the fulfillment of the mission of First Call; including but not limited to backup crisis call coverage or front desk coverage.

Knowledge and Critical Skills/Experience

1. Must meet all standards and qualifications required of a Missouri Prevention Specialist (MPS) by the Missouri Substance Abuse Professional Credentialing Board within six months of hire date
2. Must meet all standards and qualifications of a Harm Reduction Specialist by the Missouri Substance Abuse Professional Credentialing Board within 12 months of hire date
3. Knowledge and understanding of the dynamics of alcohol, tobacco and other drug use/abuse as well as the principals of prevention and harm reduction as a prevention strategy
4. Ability to establish and maintain positive working relationships with outside organizations and diverse populations that have similar visions and missions
5. Knowledge and skills in conducting needs assessments, developing goals, objectives and action plans, and in conducting process and outcome evaluation
6. Three to five years work experience in a human services field, in education, or a related area.
7. Knowledge of community resources available to assist in prevention efforts

8. Ability to work well under pressure and to meet established guidelines
9. Excellent written and verbal communication skills with experience in speaking in public forums
10. Computer proficiency – Microsoft Office programs and electronic database for record keeping and reporting

Working Conditions

1. The First Call main office is open to the public from 9 a.m. to 5 p.m., Monday-Thursday, with remote work and a closed building on Fridays. Employees are given up to 1 hour for lunch and/or breaks each day. First Call values flexibility; as such, employee schedules and locations for work throughout the week will be determined by the needs of their position and set in consultation with their direct supervisor.
2. Access to reliable transportation is required for in-town and out-of-town travel to cover the service area of the Harm Reduction grant.

Position Clarification

The position of Harm Reduction Specialist is a grant-funded position and is based upon yearly funding availability. This is a full-time, exempt position.

Salary Range \$45,000-\$52,000, DOE

To Apply: Email letter of interest, resume & references to careers@firstcallkc.org.

Equal Employment Opportunity

First Call provides equal employment opportunities to all employees and applicants for employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Benefits

At First Call, we recognize that a comprehensive, whole-person employee benefits plan for our staff is key to providing our clients with the quality care and treatment they need. Our staff benefits and perks plan is designed to provide tools to help promote health, wellbeing, balance, and safety in each area of life. We offer a hybrid (in office & work from home) schedule as well as flexibility in scheduling for better work/life balance.

Our benefits plan focuses on six key areas - Equal Opportunity Employment, generous paid time off, 13 paid holidays, an agency funded whole-person health and life package (including 100% coverage of employee healthcare premiums and 3 months fully paid parental leave), personal and team development opportunities, and board & leadership defined staff safety and wellbeing policies.

