

## FIRST CALL JOB DESCRIPTION

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

### POSITION SUMMARY

Responsible for planning, developing, implementing, and evaluating community-based strategies for substance abuse prevention and harm reduction as part of the SAMHSA-funded Harm Reduction Program. This position serves as a Key Staff position for the SAMHSA program (identified as a Peer Support Worker) and is meant to be filled by someone with lived experience with the population and program activities. This position is within the Prevention Department but will participate in group supervision with the Director of Recovery Services.

### MAJOR FUNCTIONS

1. Work with Director of Prevention Services to formulate plans to increase education on harm reduction in all four counties within service area utilizing the Strategic Prevention Framework
2. Develop and conduct education programs and training, including community-level and individual-level training on Narcan
3. Participate in Recovery Advocacy team meetings and work with First Call Recovery Advocate 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. Develop and conduct (or arrange for) education programs and workshops that help communities achieve their prevention goals.
7. 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.
8. 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
9. Work directly with community specialists for prevention services in mobilizing teams and in preparing reports regarding the progress of projects in the service area and make recommendations for the program changes and implementation.
10. Provide consultation to community leaders in monitoring the dynamics of team process and assist in identifying solutions to problems that arise.
11. Maintain positive relationships with partner agencies
12. Prepare progress reports and make recommendations of project changes
13. Provide monthly reports for the First Call Director of Prevention Services
14. Actively seek out new resources and collaborative opportunities for prevention efforts
15. Represent First Call at meetings and conferences
16. Participate in Prevention Department meetings and First Call staff activities

### KNOWLEDGE, SKILLS & EXPERTISE

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. Knowledge of the principals of planning, community organization, program development, and volunteerism
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. Two years of experience in community or volunteer development.
8. Knowledge of community resources available to assist in prevention efforts
9. Ability to work well under pressure and to meet established guidelines
10. Excellent written and verbal communication skills with experience in speaking in public forums
11. Computer proficiency – Microsoft Office programs and electronic database for record keeping and reporting
12. Access to reliable personal transportation

### **WORKING CONDITIONS**

1. Working hours 9:00 a.m. – 5:00 p.m., Monday through Friday, with 30 minute lunch and two (2) 15 minute breaks (can be taken congruently)
2. Position often requires work outside regular business hours; in consultation with supervisor, comp time is available to accommodate these schedule changes
3. Driving required, both in town and rural; must have current Driver's License
4. First Call Alcohol/Drug Prevention & Recovery is an Equal Opportunity Employer, providing equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. 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.
5. First Call's Commitment to Diversity: First Call Staff and Governing Board reflect our region's diversity and understand that treatment of substance use and mental health disorders in the United States has been adversely impacted by systemic racism and stigma. First Call is committed to cultivating and preserving a culture of inclusion, mutual respect, support, and connectedness. In recruiting for its team, First Call welcomes the unique contributions that individuals can bring in terms of their education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, religion, disability, sexual orientation and beliefs.

### **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.

The salary range for this position is \$45,000-\$50,000. Additional benefits will be discussed upon hire.