

## **Job Description- Part-time**

### **Harm Reduction Assistant**

#### **Fredericton**

**4 days a week. Tues/Wed/Thurs and Fri**

The Harm Reduction Assistant (HRA) works alongside the Harm Reduction Coordinator (HRC) under the supervision of the Program Manager ( PM) The Program Manager oversees the coordination and administration of the agency's Prevention Program. It is the role of HRA to support the HRC to ensure that clients have access to safer drug use and safer sex equipment for the purposes of reducing the spread of HIV, Hepatitis C, and other sexually transmitted and blood borne infections, and have access to necessary services.

Although this work is hard to predict, the approximate breakdown of work tasks is as follows:

- 85% Distribution of supplies/one-on-one client education
- 10% Community outreach and engagement
- 5% Professional development

### **Requirements:**

Community College or University education in Social/Community/Health Sciences. Certifications in Addictions and Mental Health, Trauma-informed care. Experience in this field is considered a strong asset regardless of post-secondary education.

### **Required attributes:**

- A genuine desire to help people
- Enjoys listening to people's stories
- Non-judgemental
- Understands the importance of confidentiality
- Eager to learn new skills
- Ability to work independent

### **Preferred knowledge, skills and experience:**

- Sensitivity to the impact and role of society in issues related to poverty, indigenous and multicultural experiences, sexuality and gender identity, addictions and health
- Working knowledge of relevant community resources in the local region
- Current First Aid Certificate or willing to train
- Personal experience or work experience of HIV/AIDS, hepatitis, and other STBBIs
- Familiarity with issues around addictions and/or people who use drugs
- Experience in the non-profit sector
- Understanding of Trauma Informed Practice
- Understanding of Harm Reduction

Must have a valid, clean drivers licence

Must be able to provide a criminal record check before end of probation period

### **Core tasks include:**

- Monitor supplies requests coming in by email, text, FaceBook messenger or telephone calls.
- Prepare harm reduction kits for direct distribution
- Provide information and distribute supplies to participants

- Maintain inventory of supplies
- Outreach
- Deliver supplies to clients
- Collect data
- Provide support to volunteers

In addition to compliance with all organizational policies and procedures, the member of staff is also expected to behave ethically, demonstrate competence in effective communication and team building, demonstrate effectiveness in working in a collaborative environment, and demonstrate confidence in decision-making and in building relationships with service users, volunteers, staff and community partners