

POSITION: Community Development Coordinator

Annual Salary: \$43,000-\$45,000 plus benefits

Position Description:

- Coordinate outreach, recruitment and hazardous waste pick up activities including identifying potential recruitment locations and assigning staff, volunteers and peers to shifts; timely follow-up evaluation of feasibility of new outreach sites as permanent outreach locations
- Lead Community Mapping activities to track informal and formal program expansion in Northern Manhattan
- Supervise Peer Delivered Syringe Exchange Program including individual and group supervision, quality assurance, attending to special needs of the Peers and recruiting new peers as needed
- Identify community-based organizations for potential referral services, follow up on existing linkages, and provide agency information sessions and promotional materials for staff and participants as appropriate
- Collaborate with the Program Director and Data Entry Assistant to identify areas in need of improvement or communicate changes to direct service staff and peers to ensure audit-worthy documentation
- Collaborate with the Health Services Coordinator and Case Manager to develop referral resources, maintaining and updated director of service organizations and contact information
- Train new staff, peers and volunteers in both office-based and outreach policies and procedures including documentation, confidentiality and participant-driven service methodology; ongoing supervision in these areas for all team members
- Recruit, train and coordinate interns and volunteers, including maintaining volunteer documents, scheduling, supervision of volunteer activities, and correspondence with educational institution faculty and coordinators
- Prepare and facilitate weekly outreach meetings and provide a weekly review of peer documentation and syringe exchange activities with attention paid to implementation towards programmatic improvement
- Provide direct client services, including but not limited to syringe exchange, health education, crisis intervention and referral services
- Submit monthly reports to Program Director documenting outreach activities, successes and challenges, community linkages, peer program updates, suggestions for improvement and other topics as assigned
- Initiate new ideas for improving public relations, marketing, and material development
- Provide assistance with staff, consultant, peer and volunteer scheduling in addition to office schedule of events
- Point-person for a variety of resources linguistically (Spanish-English) and health literacy level appropriate ; *Position requires special attention to provider relationship-building, and linkage maintenance, specifically with regard to medical and health insurance services to improve client linkage to care*
- Administrative duties related to payment requests, supply inventory, and internal program materials
- Reports to the Program Director and assists Program Director and Executive Director in other duties as assigned

Position Requirements:

- Minimum two years experience providing outreach-based harm reduction services, including but not limited to counseling, referrals, case management, prevention education, risk reduction interventions, and safer substance user strategies and education (NYC experience preferred, familiarity with Northern Manhattan a plus)
- Management/supervision experience required; Proven success in effectively supervising and managing staff and volunteers; Ability to communicate to staff the daily tasks they are to complete in an empowering way; Ability to motivate staff to create new service strategies and improve current activities
- Knowledge of program implementation and evaluation a preferred; Masters degree in a relevant area (Public Health, Public Administration, Health Services Administration, Social Work, Community Organizing) *a plus*
- Knowledge of infectious disease transmission and prevention practices (HIV, Hepatitis C), health education, outreach strategies, harm reduction theory and practice
- Commitment to advocacy and activism in the intersecting crises of HIV/AIDS, homelessness, criminal injustice, drug user health and a harm-reduction based drug policy
- Creative, motivated, with the ability to implement new ideas
- Excellent oral, written communication and organizational skills, ability to communicate ideas to supervisor and supervisee
- Flexible team player, good sense of humor, great attitude and people skills are a must
- Computer skills, including experience with MS Word and Excel, graphic design skills preferred, familiarity with electronic health records (EHR) and/or AIRS a plus

- Scheduling flexibility; ability to work afternoon, evening, and weekend shifts
- Physically able to climb stairs, move and lift boxes and supply packs weighing up to 20 pounds
- Individuals from the Washington Heights, Hamilton Heights and Inwood areas are strongly encouraged to apply.
- **Bilingual (Spanish) required**

Washington Heights CORNER Project is an Equal Opportunity Employer and is nondiscriminatory relative to race, ethnicity, religion, national origin, sex, gender expression, sexual orientation, age, disability, medical status, or history of incarceration

Please submit resume and cover letter* as email attachments to:

Jamie Favaro, Executive Director
Washington Heights CORNER Project
whcpjobs@cornerproject.org

*To be considered for this position your resume must explicitly state that you are bilingual and your cover letter must include both (a) your history and/or interest in harm reduction and (b) management experience.