



Job Description

Prescription Drug Overdose Coordinator

The Mountain Center Harm Reduction Program is committed to reducing stigma and empowering clients through services that reduce the harms associated with substance use and other high-risk activities among individuals and communities in Northern New Mexico.

The Prescription Drug Overdose (PDO) Coordinator is a full time position with benefits working in Santa Fe County and Española County providing overdose prevention training and distribution of the life saving medication Naloxone for existing partner agencies as well as new partners.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support PDO program managers through their direction in increasing access to naloxone through strategic planning, program development, and cultivation of local partnerships.
- Provide overdose prevention, education, and technical assistance for community-based organizations, health, and social services providers, first responder entities, and other identified organizations as assigned by supervisor.
- Collect and summarize data for evaluation and reporting.
- Stays current on PDO information and research to ensure that projects are based on evidence of effectiveness including the identification or development supplemental educational materials, videos and other resources that will enhance the learning experience.
- Serves as a community advocate by providing appropriated PDO information, referrals, and other support services as needed and as assigned.
- Attends PDO and other staff meetings as assigned.
- Professionally represent the TMC Harm Reduction Program to partners, community members, interns, volunteers and staff.
- Responsible for meeting deadlines from supervisor and organization.
- Read and follow all TMC policy and procedure.
- Ensure that all program administrative activities that have been assigned (monthly, quarterly, year-end reports, client files, program activity reports, timesheets, program roster, incident reports, etc.) are completed in a timely and professional manner within the requirements set forth in the contract guidelines and/or the TMC policies and procedures.
- Professionally represent the TMC Harm Reduction Program to clients, community members, interns, volunteers and staff.

- Maintain an emotional and physically safe working environment.
- Effectively and professionally manages relationships with all clients/participants and staff.
- Attend necessary trainings as approved by the HR Supervisor.
- Responsible for meeting deadlines from supervisor.
- Read and follow all TMC policy and procedure.
- All duties as assigned by supervisor.

Our work centers around LGBTQ+ individuals, people of color, individuals in recovery, people with various diagnoses and abilities, and other marginalized communities. Therefore, we strongly encourage people with these identities and from these and other marginalized communities to apply.

The position provides 40 hours of work per week/weekends; salary range is \$35,500 - \$40,000 annually dependent on experience and qualifications. Paid Time Off and health insurance benefits, and retirement benefits offered after one year of employment. The Mountain Center is an Equal Opportunity Employer.

Please send a cover letter, resume and application to jobs@themountaincenter.org
https://themountaincenter.org/wp-content/uploads/2021/03/TMC_General_Application_03_2020.pdf