



Job Description

Harm Reduction Outreach Worker

The Mountain Center's (TMC's) Harm Reduction Outreach Workers are responsible for working collaboratively with the rest of the Harm Reduction Team to provide mobile and office-based syringe exchange, safer drug use supplies distribution, naloxone distribution, and overdose prevention and response education to our participants.

Responsibilities:

- Provide timely and consistent mobile and office-based harm reduction services to program participants
- Be prepared to respond appropriately to emergency situations that may be encountered in the field in accordance with training received, including overdoses.
- Effectively able to conduct mobile outreach in rural areas through the safe operation of the agency's vehicle, which may be as large as a cargo van.
- Maintain accurate and legible paperwork for all harm reduction activities.
- Effectively and professionally manage relationships and boundaries with all participants and staff.
- Assist in vehicle cleanliness, organization, and regular safety inspections.
- Assist in office cleanliness, organization, and regular stocking of supplies in harm reduction office and storage unit.
- Communicate all safety concerns to supervisor and team in a timely manner.
- Help with getting supplies ready for the office/van and making supplies for distribution.
- Help with inventorying and ordering program supplies.
- Help with entering program data in a timely manner.
- Arrive on time and prepared for the assigned shift.
- Attend staff meetings and other meetings as assigned.
- Actively participate in maintaining an emotionally and physically safe working environment.
- Professionally represent TMC's Harm Reduction Program to clients, community members, interns, volunteers, and staff.
- Follow DOH and TMC protocols for Syringe Exchange.
- Follow TMC / DOH safety guidelines as trained for handling biohazard waste.
- Wear appropriate safety clothes, including closed toe shoes.
- Attend necessary trainings as approved or assigned by the direct supervisor.
- Meet deadlines from supervisor and organization.
- Read and follow all TMC policies and procedures.
- All other duties as assigned by the supervisor.

Qualifications

Minimum:

- High school degree or equivalent
- Experience directly related to the duties outlined above
- Knowledge of the following:
 - Hepatitis C/HIV/pathogens and infectious disease
 - Addiction (Substance use and misuse)
 - CPR/First Aid (Certification preferred)
 - Harm Reduction Models and Best Practices
- Ability to lift 50 pounds unassisted
- Ability to drive and sit in a moving vehicle for long periods of time, including on unpaved/uneven roads, in inclement weather, at dawn/dusk, and in the dark.
- Ability to regularly work outside, including in heat, cold, and inclement weather.
- Ability to navigate complex, highly emotional and/or stressful situations
- Excellent interpersonal skills with the ability to effectively listen and offer solutions without passing judgment
- Ability to remain diplomatic when the political climate interferes with program goals and objectives
- Ability to be client and mission-centered
- Ability to communicate in English, both verbally and in writing
- Ability to maintain highly confidential information in a professional manner
- Ability to work collaboratively with others on a team
- Proficient in Microsoft Word and Excel
- Working knowledge of standard office equipment (personal computer/laptop, phone with voicemail, fax, copier, etc.)
- Clear driving record and valid driver's license with solid driving skills due to extensive travel; willing and able to use TMC vehicle for outreach and local travel on TMC business with valid driver's license and proof of insurance
- Familiarity with the social, cultural and economic make-up of New Mexico or service area and ability and willingness to work with diverse populations

Preferred:

- Bilingual, English and Spanish

Equal Employment Opportunity: The Mountain Center provides equal employment opportunities to all qualified individual without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Americans with Disabilities Specifications: The position is primarily in an outdoor setting working out of a motor vehicle, requiring long periods of standing and walking in and out of a vehicle. This position also requires some sitting at a desk in front of a computer. Presentation and community outreach tasks may require the employee to sit or stand for long periods of time. Extensive travel, typically by automobile; must be comfortable driving on unpaved/uneven roads and in inclement weather, during sunrise/sunset and in the dark. Employee must have the ability to clearly communicate in person and on the telephone in the decibel range of normal conversation levels. Employee must be able to hold a pen, type and grasp documents. The position requires the ability to safely lift 50 pounds unassisted.

Work Environment: Office environment and motor vehicle for out in the field for mobile HR services, requires physical acumen- lifting up to 50 lbs, walking for 4 hours a day, and being outside most of the day. Handling of biohazard materials.

Equipment Used: Personal computer and standard office equipment (phone with voicemail, fax, copier, scanner ten-key calculator).

Job Responsibilities Notes: The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. The Mountain Center may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS	
Creation Date: August 6, 2024	
Supervisor: I have approved this job description and reviewed it with my employee.	
Signature:	Date:
Employee: I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature:	Date:
Executive Director	
Signature:	Date:

The signed acknowledgment will be sent to Human Resources for inclusion in the personnel file.