



HIV/AIDS COMMUNITY RESOURCES AND HEALTH

Harm Reduction Outreach Worker

Part Time Permanent Position

Position:	Harm Reduction Outreach Worker	Position Type:	Part Time Permanent Position
Job Region:	Wellington, Dufferin, and Grey Bruce	Location(s):	Guelph
Experience:	3+ years	Last Updated:	April 2023
Start Date:	Early May	End Date:	/
Funder:	OMOH	Budget:	Harm Reduction Worker

Position Summary

The Harm Reduction Outreach Worker is responsible for coordinating peer schedules, supporting harm reduction programs and services, and working closely with the Manager of Harm Reduction Services to ensure effective outreach activities. The successful candidate will conduct outreach activities in the community, provide support to clients who access ARCH's harm reduction services, maintain accurate records, and engage in ongoing professional development activities.

Coordinating peer schedules

- You will be responsible for coordinating the schedules of peer support workers and ensuring that they are available to provide support and services to clients. This will involve scheduling regular meetings with peer support workers, updating schedules, and ensuring that all necessary resources are available for them to carry out their work.

Supporting harm reduction programs and services

- You will be responsible for providing support to various harm reduction programs and services offered by ARCH. This will involve working closely with clients to identify their needs and concerns, providing education and resources on harm reduction strategies, and ensuring that clients have access to safe injection and harm reduction supplies.

Working closely with the Manager of Harm Reduction Services

- You will be working closely with the Manager of Harm Reduction Services to ensure that all outreach activities are carried out in a timely and effective manner. This will involve attending regular meetings, providing updates on outreach activities, and collaborating with other outreach workers to ensure that all programs and services are meeting the needs of clients.

Conducting outreach activities

- You will be responsible for conducting outreach activities in the community to promote harm reduction services and increase awareness of ARCH's programs and services. This will involve developing outreach strategies, identifying locations where outreach is needed, and collaborating with other organizations to provide services to clients.

Maintaining accurate records

- You will be responsible for maintaining accurate records of all outreach activities, client interactions, and harm reduction supplies provided. This will involve entering data into a database, completing forms and reports, and ensuring that all records are kept confidential and secure.

Providing support to clients

- You will be responsible for providing support to clients who access ARCH's harm reduction services. This will involve working with clients to identify their needs, providing resources and education on harm reduction strategies, and connecting clients with other support services as needed.

Engaging in professional development:

- You will be responsible for engaging in ongoing professional development activities to stay up-to-date on best practices in harm reduction and related fields. This will involve attending workshops and conferences, reading relevant literature, and collaborating with other professionals to enhance your skills and knowledge.

Other

- Actively participate in the Executive Director's performance appraisal.
- Participate in the Health Promotion Team and staff meetings.
- Complies with organizational policies and procedures.
- Acts as the staff health and safety representative.
- Assist with major fundraising events.
- Perform other tasks as assigned by the Executive Director

Working Conditions

- Must be flexible to work evenings and weekends
- Must be able to work in a variety of settings

Accountability

- The Harm Reduction Worker reports to the Manager of Harm Reduction Services, and occasionally to the Executive Director.
- All agency staff are expected to accept and adhere to the HIV/AIDS Resources and Community Health's Mission Statement, Goals & Objectives and Operating Policies.

Qualifications

- Lived experience with substance use, addictions, and harm reduction programs and services. People with lived experience with substance use are especially encouraged to apply.
- Experience with trauma-informed supports using a strength-based approach.
- Experience with bereavement/grief, addiction, trauma support is considered an asset.
- Strong working knowledge of HIV/AIDS, Hepatitis C and STI's and a current understanding of the issues facing people living with HIV and populations vulnerable to HIV infection.
- Demonstrated experience working with marginalized and at-risk communities.
- Experience supporting and advocating for participants with mental health concerns, addictions, safety concerns, and precarious housing.
- Working knowledge and network of local support services in Guelph, Wellington Grey Bruce and Dufferin Counties.
- Excellent word processing and computer skills
- Facilitation and volunteer management skills
- Ability to handle difficult clients/situations with maturity and sound judgment
- Strong organizational and administrative skills
- Strong community and interpersonal skills
- Strong crisis intervention skills
- Committed to anti-oppressive principles and practices

Don't meet every single requirement?

Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. ARCH is dedicated to building an inclusive, authentic, and representative workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways. *You might be just the right candidate for this or other roles.*

Skills and Abilities

- Demonstrate genuine sensitivity with the ability to provide support in an open, responsive, and encouraging manner.
- Ability to speak openly and frankly about sexuality in a sex-positive, non-judgmental manner.
- Understanding of the Social determinants of Health
- Excellent facilitation and communication skills.
- Ability to work in a team environment while possessing a high degree of initiative.
- A strong ability to work independently, with minimal supervision
- Demonstrated proficiency with common computer systems.
- Availability to work flexible hours including some evenings.
- Valid G or G2 Driver's license

Rate of Pay:

- The salary range for this position is \$22,500 per annum for 22.5 hours per week.
- Because this position is part-time, it does not qualify for ARCH's health insurance program.

Vacation

- The vacation year runs January through December and vacation is credited in January of each year. You will be credited 0.5 vacation days per month. If you are not employed with us at year-end, but have used all your vacation days for this year, you will be responsible for reimbursing the agency for the value of the excess time taken.
- In addition to vacation days, we honour the standard paid statutory holidays recognized in this Province and as outlined in our Human Resource Policies. Your vacation entitlement must be taken at such a time as best reflects the balance of convenience between the interests of the Agency and yourself.

How to Apply:

To apply for the role of **Harm Reduction Outreach Worker**, please send an email to **Jasper Smith, Executive Director at careers@archguelph.ca** with your resume and cover letter attached as a Word Document, .DOC, and/or .PDF file and the subject line reading **"Harm Reduction Outreach Worker"**. If email is not an accessible format to send in your resume and cover letter, please feel free to call so appropriate arrangements can be made; this will be the only acceptance for phone calls. Please do not call to inquire if you were a successful applicant. We will contact you via the email used to send in your resume or the phone number specified on your resume to notify you of being a successful applicant and for scheduling an interview. **Applications will be accepted until the deadline of April 30th at 5:00pm.**

A **resume** should include applicable information about an applicant including: full name (first and last), email, phone number, mailing address, any qualifications, past educational experiences (schools [high schools, colleges, universities...], training [CPR, harm reduction, anti-oppressive practice], workshops, etc.), and past volunteer experiences; all contact information provided within a resume will be assumed that it is appropriate to email, call, and leave voice messages. A **cover letter** should include information about additional experience related to the position, and pose why the position is of interest to you as an individual; state your case.

ARCH is a non-profit, community-based agency that offers a dynamic and supportive environment with a creative and committed team of staff, peers and volunteers and an opportunity to contribute in a meaningful way to our community. Residing on unceded ancestral and treaty lands of the Mississaugas of the Credit First Nation of the Anishnawbek Peoples, we strive to honour the treaties and support and listen to the original peoples of this land in all we do. We are an equal opportunity employer committed to embracing diversity, and are opposed to practices which discriminate on basis of race, class, ethnicity, gender, sexual orientation, religion, disability, age, or nationality. We are especially interested in hiring workers who reflect the communities we serve through their lived experience.* We encourage all interested individuals to apply.

***People with lived experience**, within ARCH, refers to individuals who have experienced situations similar to those faced by the communities the agencies serve, such as people living with HIV, people who use or who have a history of substance use, 2SLGBTQIA+ people, and the countless others reflected in our programs and services.