



JOB TITLE: Community Engagement Specialist

Reports To: Director of Special Projects Exempt

Exponents is a recovery community organization (RCO), which utilizes a holistic, strength-based, condition management approach to engage individuals in programs that address their health and overall wellness. We utilize a non-judgmental method that meets our participants where they are while encouraging them to accept responsibility for their current circumstances and move beyond them. Client satisfaction informs service delivery and approach to innovative and progressive programming.

SUMMARY: EXPONENTS IS SEEKING A DYNAMIC, EXPERIENCED, INDIVIDUAL TO PROVIDE HARM REDUCTION MATERIALS AND SERVICES TO PEOPLE WHO USE DRUGS (PWUD).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrate relevant experience with a minimum of five years of experience working in the fields of addiction treatment, recovery support and/or harm reduction
- Ensures materials distribution benchmarks are achieved and maintained through program promotion and client outreach in conjunction with the peer mentors.
- Maintain inventory of all harm reduction supplies, working with the Project Director to replenish when necessary
- Maintain linkages and relationships with all referring agencies including shelters, congregate feeding programs, faith-, community- and academic-based institutions.
- Responsible for ensuring appropriate data collection related to harm reduction services and materials distribution is submitted accurately and in a timely fashion to the Project Director
- Participate in the creation/revision of all protocols and procedures related to the expansion of harm reduction services
- Ensures delivery of comprehensive services to harm reduction participants;
- Preparation of all programs charts and policy and procedures for audits
- Cultivate and maintain linkages and relationships with all partnering agencies to expeditiously meet service needs of participants

ACCOUNTABILITY:

- Maintain appropriate levels of harm reduction supplies
- Works with the Peer Support Worker/Outreach Supervisor to ensure that peer mentors are thoroughly trained on the appropriate distribution of harm reduction materials
- Maintain HIPAA compliance and overall confidentiality
- Remain apprised of changes in licensure, funding, and policy arenas that impact the delivery of harm reduction services and programs

SUPERVISORY RESPONSIBILITIES: Will have oversight of daily harm reduction distribution, quality assurance and ordering operations. (S)he/They will also supervise the peer mentors for this initiative.

EDUCATION AND/OR EXPERIENCE:

- Must be a CRPA or CRPA-P
- At least two years supervisory experience in a harm reduction or treatment/recovery support program.
- Knowledge of best practices in the delivery of harm reduction services
- ARRIVE completion and lived experience employing a harm reduction-based recovery preferred

LANGUAGE SKILLS:

- Strong written and verbal communications skill demonstrated through written reports, evaluations; able to speak effectively before groups to promote program and engage new business.
- Bilingual-Spanish preferred.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of:

**AWARDS Electronic Client Record
Microsoft Word, Powerpoint & Excel**

RESUMES:

Submit resume and cover letter to:

Athena Thomas

Human Resources Coordinator

Administrative Fax: 1-212-943-7315 / Email: athomas@exponents.org

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