



# HAWAI'I HEALTH & HARM REDUCTION CENTER

*The New Chapter for Life Foundation and The CHOW Project*

**OPEN POSITION:**      **Syringe Exchange Program (SEP) Outreach Worker**  
Hawai'i Health & Harm Reduction Center

## **ABOUT US**

Hawai'i Health & Harm Reduction Center (HHHRC) provides harm reduction-focused services to marginalized populations in Hawai'i, including people living with and/or affected by HIV, hepatitis, substance use, homelessness, and the transgender, LGBTQ, and the Native Hawaiian communities. HHHRC bridges gaps and helps individuals access essential resources such as housing, health care, entitlements, and treatment. We foster health, wellness, and systemic change in Hawai'i and the Pacific through outreach, care services, advocacy, training, prevention, education, and capacity building.

## **SUMMARY OF POSITION**

The SEP Outreach Worker is responsible for conducting outreach, overdose prevention, health education, HIV and hepatitis C counseling, testing and referral, distributing safer sex supplies, and distributing and exchanging harm reduction supplies for safer drug use with HHHRC syringe exchange and overdose prevention program participants. This position will provide a comprehensive system of services directly, and through referral, targeting people who use substances, their partners/family, and community members at high risk. The Outreach Worker is expected to perform to the highest quality and provide appropriate, participant-centered HIV, viral hepatitis, and overdose prevention interventions and services.

This is a permanent, full-time, non-exempt, salaried position with HHHRC located in Honolulu, Hawai'i. Expected hours of work are generally between 8:00am and 4:30pm, Monday through Friday, with the occasional schedule change to accommodate events and conferences. Salary is commensurate with experience.

## **REPORTING RELATIONSHIP:**

Reports to:      SEP Manager  
Supervises:      N/A

## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

### ***Health Education, Testing, & Referrals:***

- Provide HIV/AIDS, STD, and viral hepatitis prevention education.
- Provide overdose prevention education and naloxone distribution to program participants.

- Discuss issues about general health of people who use intravenous and non-intravenous drugs, their partners, and families.
- Share information about community resources available and successfully provide referrals (substance use treatment, medical care, social services, etc.).
- Provide HIV and hepatitis C counseling and testing.
- Share practical information on proper disposal of used syringes and paraphernalia.
- Share basic information concerning legal issues and challenges related to drug use.
- Share practical demonstrations of safe use of female condoms, male condoms, dental dams, and lubrication.

***Outreach with Safer Sex & Drug Use Supplies:***

- Provide syringe exchange services at mobile van sites.
- Provide street-based exchange during outreach.
- Provide individual syringe exchange appointments.
- Engage community members on empowerment processes aimed mainly to reduce risks as active drug users and active sexual partners.
- Provide syringe pick-up within the surrounding area of outreach sites.
- Perform van load and unload, restock supplies as needed.

***Overdose Prevention Education:***

- Teach individuals and groups how to prevent, recognize the signs of, and respond to a drug overdose.
- Teach individuals how to use naloxone and fentanyl test strips.

***Administration:***

- Maintain van cleanliness and maintain service schedules.
- Fill out various forms for outreach.
- Write monthly field notes.
- Enter data in an electronic medical record (EMR).
- Participate in the development of alternative prevention strategies, after approval of direct supervisor.
- Cross-train in community health outreach and provide back up and coverage for other homeless outreach workers and community health outreach workers as needed.
- Adhere to outreach guidelines.
- Adhere to community-based outreach guidelines and safety protocols.
- Work with other HHHRC outreach workers to provide a coordinated system of care to program participants.

**GENERAL RESPONSIBILITIES:**

- Contribute to a safe, creative, enthusiastic, and cooperative working environment for all.
- Maintain appropriate professional and ethical standards while serving as a representative of HHHRC.
- Abide by all policies and procedures of HHHRC Health & Safety Program, Quality Management Program, and Employee Handbook.
- Comply with HHHRC confidentiality policy, HIPAA requirements, cultural competencies, and rights to persons served, as well as CARF standards.

- Demonstrate steadfast understanding of, and commitment to, the Mission, Vision, and Values of HHHRC.

#### **WORKING CONDITIONS/PHYSICAL DEMANDS:**

- Office environment: Indoors, air-conditioned office area.
- Community outreach: entails long hours sitting while conducting outreach out of mobile vans. Also entails many hours of walking long distances outdoors conducting street-based outreach, and navigating uneven off-road paths, sometimes at an incline.
- Daily lifting and carrying of supplies (up to 30 pounds) and pulling of cart (up to 40 pounds) to restock supplies.
- Regular use of computers keyboards, telephone, and operating office equipment.
- Essential physical activities: standing, sitting, walking, finger dexterity, seeing, hearing, speaking, reaching above, at, and below shoulder, and frequent gripping of an object.
- Occasional physical activities: stooping, bending, squatting, twisting body, and lifting.

#### **REQUIRED QUALIFICATIONS:**

##### Knowledge/Skills/Abilities:

- Basic computer skills, including Microsoft Office suite (Word, Excel, Outlook, SharePoint, etc.).
- Good interpersonal, written, and verbal communication skills.
- Ability to write case file notes in format as directed.
- Strong crisis intervention and de-escalation skills.
- Ability to prioritize workload and daily activities and complete tasks in an efficient manner.
- Ability to establish and maintain effective working relationships with staff, clients, and outside contacts from a wide variety of ethnic, socio-economic, and cultural backgrounds.
- Ability to read and interpret general business correspondence, policies and procedures, referral information, financial documentation, and applicable government regulations.
- Dependable, able to work under pressure, receptive to change, and willing to learn.
- Non-judgmental attitude and ability to respect the knowledge, actions, and feelings of others.
- Demonstrated ability to work productively, both independently and as part of a team.
- Ability to work well and thrive professionally in an atmosphere of significant diversity, working with marginalized populations.

##### Education/Experience:

- High School diploma/GED, or equivalent work experience.

#### **PREFERRED QUALIFICATIONS:**

- Bachelor's degree in Social Work (or comparable degree).
- Relevant life experience and/or experience in street-based outreach and harm reduction.
- Training in substance use, harm reduction, and dual diagnosis.
- Extensive knowledge of greater Honolulu area.

#### **REQUIRED WORK CARDS/CERTIFICATIONS:**

- Valid Hawaii Driver's License and clean five-year (5-year) Driver's Abstract.

- COVID-19 Vaccination Card
- TB Clearance
- Hep B Clearance and/or Vaccination
- Must pass Center for Medicare/Medicaid Services eligibility screening.

### **HOW TO APPLY**

Please carefully read and fully comply with the following. Applicants should send a resume, a letter explaining their interest in and qualifications for this position, an application (found on [hhrc.org/employment](http://hhrc.org/employment)), and the names and contact information for three relevant references. Applications may be submitted via postal mail, fax or email attachment as follows:

Hawai'i Health & Harm Reduction Center  
677 Ala Moana Blvd., Suite 226  
Honolulu, Hawaii 96813  
Telephone: (808) 521-2437  
Fax: (808) 521-1279  
Email: [employment@hhrc.org](mailto:employment@hhrc.org)

*Hawai'i Health & Harm Reduction Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*