JOB DESCRIPTION

Harm Reduction & HCV Services Director
Salaried Position, Full Time: 40 Hours a week, at $70,000 a year

About St. James Infirmary:
The St. James Infirmary is a peer-based occupational health and safety clinic for sex workers of all genders. It is our mission to meet the needs of people engaged in the sex trade through advocacy, direct services, and social justice. St. James Infirmary works actively to combat racism, class inequality, misogyny, homophobia and transphobia, ableism, and all other forms of oppression that lead to discrimination, stigma, and marginalization.

Position Overview
The Director of Harm Reduction and HCV Services works closely with the rest of the SJI Co-Directorship to develop harm reduction strategies and practices for the entire organization. With a deep understanding of current issues that inhibit the health and well-being of people who use drugs, sex workers, and others involved in street economies, the Director of Harm Reduction and HCV Services creates innovative programming to respond to the needs of these marginalized populations. The Harm Reduction & HCV Services Director is responsible for the oversight of harm reduction and HCV-related programming and staff. Duties include hiring, training, and providing supervision to all Syringe Access Program staff and volunteers; ensuring program expenses stay within budget parameters and monthly invoices are submitted in a timely manner; and ensuring accurate data collection and reporting on Syringe Access Services and HCV services.
This position also requires creative program structuring and design. Along with the SJI Co-Directors, development professionals, and others, the Director of Harm Reduction ensures that SJI’s harm reduction and HCV funding adequately supports its service provision; creates and maintains shared projects by joining and building coalitions, and otherwise engaging with SJI’s partner organizations; and engages with policy initiatives and other projects that further the sex worker and harm reduction movements.

Syringe Access Program (SAP)
Syringe access sites take place four days per week at St James Infirmary and off-site locations (currently at Hope Center and 234 Eddy Street). Site staff distribute safer drug use and safer sex supplies, overdose prevention tools and resources (including Narcan), and offer support including referrals, peer counseling, and navigation to care.

**Community Health Navigators Program- End Hep C SF**
As part of the efforts of End Hep C SF, SJI will run a Community Health Navigators program for current and former sex workers, drug users and marginalized community members (people experiencing homelessness, transgender and Non-Binary people, migrants, HIV+ people, and more). Community Health Navigators will meet regularly and develop goals collectively to promote health and safety, including increased access to Hep C testing and treatment, and other harm reduction resources targeted towards people who are high risk for HCV and are historically “hard to reach.”

**Duties and Responsibilities**
- Attend scheduled Co-Director team meetings, all-staff meetings, and applicable staff trainings
- Coordinate venue/street-based and clinic site syringe access, overdose prevention, and other harm reduction services
- Participate in public speaking engagements and conferences, as available
- Hire, train, and provide oversight and follow up training with all harm reduction staff; hold weekly meetings and maintain communications that ensure inclusion of harm reduction staff in all aspects of program design; provide intentional spaces and activities through which to assess programming and make changes as program staff collectively decides; engage in ongoing professional development of harm reduction staff and/or off-site activities
- The Director of Harm Reduction and HCV services will lead a team to take on the following activities, and more. These activities may be done by the Director, harm reduction staff other than the director, or in collaboration with Co-Directors, program staff, and others.
  - Provide or ensure on-duty coverage each shift to ensure that SAS program is set up in a timely manner and broken down at the end of the shift
  - Maintain and apply universal precautions in all SAP activities
  - Coordinate Narcan trainings during SAS hours and maintain communication with DOPE Project liaisons
  - Recruit community members for Community Navigators Program, satellite syringe exchange (SSE) and street clean-up team
  - Coordinate cash payment and incentives for SAS workers and other program participant workers, as necessary
  - Submit supply orders to NASEN/Clearinghouse as needed and coordinate delivery
  - Carefully maintain and organize all program supplies at sites and in storage
  - Develop or compile appropriate and current harm reduction flyers, brochures, and handouts relevant to people who inject drugs for
distribution during all SAP activities (i.e., vein care, overdose prevention, safer injection, etc.)
- Encourage participants to engage with other services at SJI, as appropriate
- Maintain and complete, if necessary, all incident reports incurred during clinic shifts
- Represent St. James Infirmary at the Syringe Access Collaborative and attend monthly SAC meetings
- Ensure NASEN/Clearinghouse supply grant and any other relevant funding current and budget is sufficient to cover supplies for a year
- Submit monthly statistics reports to the San Francisco AIDS Foundation and San Francisco Department of Public Health by the 10th of every month.
- Produce written annual program reports
- Regularly report to SJI Co-Directors on the state of the program; receive guidance, feedback, and decide on shared tasks.

- Assist the Taimon Booten Navigation Center Harm Reduction Coordinator with resources, advice and program development collaboratively with the Navigation Center Site Director.
- Other related duties and responsibilities to support the working of St. James Infirmary as assigned

**Required Skills and Qualifications**

- 5+ years experience in coordination of programs and supervising staff
- Highly self-motivated, self-directed and excited about program development
- Possess a nuanced understanding of harm reduction, and trauma-informed care principles and programming; strong de-escalation and crisis intervention skills and experience
- Experience in or detailed knowledge of the sex industry and occupational health and safety issues affecting/impacting sex workers (personal history or experience with sex work is a desired qualification)
- Excellent written, verbal, and interpersonal communication skills. Interest and experience in public speaking and published writing desired.
- Commitment to cultural humility and experience working with people of different racial and ethnic backgrounds, genders identities, sexual orientations, people who use substances, including injection drugs, those experiencing homelessness, people with mental health challenges, people with disabilities, and people living with HIV/AIDS and/or Hepatitis C
- Commitment to SJI mission and values, ability to provide outstanding leadership and work cooperatively with colleagues and community members with the highest degree of integrity
- Ability to work collaboratively in a team, and independently
- Ability to work in a field-based position with flexible hours
- Creative problem-solving skills
- Electronic data entry and precise documentation
- Highly organized and excellent attention to detail
- Ability to thrive and multitask in a fast-paced environment
- Capable of protecting sensitive information in a confidential manner
- Microsoft Office, Web/Internet, Social Media, and general computer literacy
- Bilingual English/Spanish preferred

How to Apply:
Please submit a thoughtful cover letter explaining your interest in St. James Infirmary and where/how you found out about this career opportunity. Email your cover letter and resume to jobs@stjamesinfirmary.org. Please write your name and the title for this position (“Your Name – Harm Reduction Director”) in the subject line of your email. Incomplete applications will not be considered.

St. James Infirmary is an equal opportunity employer. We strongly urge candidates with sex work experience who are trans or gender non-conforming, people living with HIV/AIDS, women, and people of color to apply.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

Relocation reimbursement is NOT available for this position.

If an offer is extended, qualified candidates must provide proof of eligibility to reside and work within the United States without sponsorship.

Benefits:

St. James Infirmary offers a competitive salary, commensurate with experience and skills, health insurance, vision and dental insurance, and other employee benefits.