



St. James Infirmary

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www.stjamesinfirmary.org

Job Description

HARM REDUCTION CARE COORDINATOR

40 hours a week · \$30 an hour

Supervisor: Andi Gernaey, Harm Reduction Program Director

Please submit resume and cover letter to Andi.gernaey@stjamesinfirmary.org

Philosophy

There are many factors which affect the conditions and experiences for People Who Use Drugs including the political and economic climate, poverty and homelessness, stigmatization, violence, as well as the overwhelming intricacies of the legal, public and social systems. It is the philosophy of The St. James Infirmary to build upon existing skills and strengths in order to allow individuals to determine their own goals while providing culturally competent and non-judgmental services.

Responsibilities and Duties:

- Conduct intake/needs assessments with new participants referred to care through harm reduction and syringe access service sites
- Maintain a relationship with all clients after linkage to care through periodic follow-up defined by patient needs. Provide follow-up for clients not returning to receive services.

- Manage an active caseload of up to 20 participants
- Conduct street and community outreach in settings where clients gather and/or live.
- Document and maintain client records for services provided in accordance with all state and federal privacy laws. Submit monthly activity reports and data.
- Attend HCV Prevention, Testing, and Linkage and/or HIV Care Coordination meetings to help ensure coordinated efforts with stakeholders around the city.
- Establish and maintain effective working relationships with community partners including, but not limited to, SFDPH, other Community Based Organizations, community clinics and health centers, and other social services non-profits that provide services to our client population.
- Participate in other staff meetings and in-service training.
- Adhere to professional boundaries and standards. Understands and follows basic ethics, values and principles of case management regulatory practices. Adhere to all laws and requirements regarding HIPAA, confidentiality, contractual agreements, etc.
- Respond to participant case load text and phone calls during determined 40 hour work week
- Enter client progress notes and documentation of services provided in relevant databases.
- Assist with preparing outreach materials.
- Present on harm reduction public health practices in various formats, including group education and organizational presentations and training.
- Assist with other Harm Reduction Programs activities, including syringe access services (SAS) and other provision of safe using supplies.
- Provide health education to participants in one on one and group settings focusing on topics related to drug user health, overdose prevention, HIV, HEP C and STI risk reduction vaccine adherence and disease prevention
- Coordinate participant transportation to medical appointments via ride share app or other mode of transit
- Schedule medical and social service appointments for participants and provide appointment reminders when necessary
- Provide accompaniment and patient advocacy in medical and social service settings when deemed necessary
- Utilize motivational interviewing skills to build rapport and asses participants desire and capacity to make behavior change

- Utilize google calendar to manage harm reduction site schedule, individual schedule and participant appointment schedule

Skills and Qualifications:

- Prior experience providing case management or linkage to care for People who use drugs and People experiencing homelessness strongly desired
- Experience in or detailed knowledge of the sex industry and occupational health and safety issues affecting/impacting Sex Workers
- Experience working with people who use substances, including injection drugs, and understanding of harm reduction principles and programming
- Experience working with people living with or affected by HIV/AIDS
- Cultural sensitivity and willingness to work with people of different ethnic backgrounds, genders, sexual identity and orientations, people who use substances, people with mental health issues, people with disabilities, and people living with HIV/AIDS
- Commitment to SJI's mission and values, and proven ability to provide outstanding leadership, and work cooperatively with other colleagues and community members with the highest degree of integrity
- Good written and verbal communication skills
- Organized and strong attention to detail
- Able to handle and thrive in a multi task and fast-paced environment
- Capable of protecting sensitive information in a confidential manner
- Flexibility with schedule and activities
- Microsoft Office, Web/Internet, Social Media, and other computer skills desired
- Bi-lingual strongly desired

Physical Requirements and Work Environment

- Must be able to stand for up to 3 hours continuously.
- Must be able to bend, pick up and lift objects up to 40 pounds.
- Must be able to ambulate for distances up to 2 miles when necessary.
- Must be able to hear in both quiet and noisy environments.
- Syringe access sites and outreach are conducted in both indoor and outdoor spaces during rain, shine, heat, or cold.
- Must be able to maintain sobriety while engaging with participants and operating a motor vehicle.
- Working conditions may be noisy, crowded and chaotic.
- Must be able read and to text and type on a computer, tablet and phone
- Must be able to calmly utilize de escalation skills with participants that are under the influence of a variety of chemical substances and/or experiencing acute mental health crisis
- Must be able to manage work time appropriately

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 Andi.gernaey@stjamesinfirmary.org . Please write your name and the title for this position (“Your Name – HRX Care Coordinator”) in the subject line of your email. Incomplete applications will not be considered.

St. James Infirmary is an equal opportunity employer. We prioritize hiring someone with experience in the sex industry, and encourage LGBTQ people, women, and people of color to apply.

