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JOB ANNOUNCEMENT

Harm Reduction & HCV Services Director

Part Time (.8 FTE / 32 hours per week), \$70,000 annually (Salaried, Exempt)

About St. James Infirmery:

St. James Infirmery (SJI) offers free, confidential, nonjudgmental medical and social services for Sex Workers (current or former) of all genders and sexual orientations. We are the first occupational health and safety clinic in the U.S. run by Sex Workers for Sex Workers! St. James Infirmery works actively to combat racism, classism, misogyny, homo- and transphobia, ableism, and all other forms of oppression that lead to discrimination, stigma, and marginalization.

Philosophy:

There are many factors which affect the working conditions and experiences for all Sex Workers 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 Infirmery 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.

Position Overview

The Harm Reduction & HCV Services Director is responsible for the oversight of the program and its staff. Duties include providing supervision to all Syringe Access Program and Hepatitis C services staff; ensuring program expenses stay within budget parameters and monthly invoices are submitted in a timely manner; engaging with policy advocates to the city to ensure harm reduction and HCV funding continues; conducting community outreach to engage with our partnering organizations; and ensuring accurate data collection and reporting on participant demographics, outcomes, and overall success of the program.

Duties and Responsibilities

- Coordinate venue/street-based and clinic site syringe access, overdose prevention, and other harm reduction services
- Provide or ensure On-Duty coverage each shift to ensure that SAP 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 SAP hours and maintain communication with DOPE Project liaisons
- Provide oversight and follow up training with SAP assistant; engage in ongoing professional development of support staff

- Recruit community members for satellite syringe exchange (SSE) and street clean-up team
- Ensure that incentives are ordered and available for SSE and street clean-up team
- 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.)
- Ensure that SAP participants are engaged and enrolled in other services at SJI
- Maintain and complete, if necessary, all incident reports incurred during clinic shifts and/or off-site activities
- Represent St. James Infirmary at the Syringe Access Collaborative and attend monthly SAC meetings
- Ensure NASEN/Clearinghouse supply grant is current and budget is sufficient to cover supplies for a year
- Submit supply orders to NASEN/Clearinghouse annually or as needed and coordinate delivery
- Maintain in stock all program supplies in storage
- Document all SAP activities into Core Variables Logs
- Submit monthly Core Variables reports to the San Francisco AIDS Foundation and San Francisco Department of Public Health by the 5th of every month.
- Produce written annual program reports
- Attend scheduled management team meetings, all staff meetings, and applicable staff trainings
- Assistance with quality assurance and evaluation activities including gathering statistics (Core Variables/Access), printing journals and reports, providing programmatic support during monitoring periods, conducting staff evaluations, developing work plans and distributing and collecting satisfaction surveys
- Maintain communication with San Francisco AIDS Foundation and San Francisco Department of Public Health Community Health Equity & Promotion DPH AIDS Office re: program activities and evaluation as appropriate
- Maintain communication with community partners, in order to increase services for Sex Workers
- Participate in public speaking engagements and conferences, as available
- 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
- Strong de-escalation and crisis intervention skills and experience
- DOPE-authorized Narcan trainer
- Experience in or detailed knowledge of the sex industry and occupational health and safety issues affecting/impacting Sex Workers
- Possess a strong understanding of harm reduction, and trauma-informed care principles and programming
- 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

- Must be able to perform electronic data entry and precise documentation
- Excellent written, verbal, and interpersonal communication skills
- 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 anita.oshea@stjamesinfirmary.org. Please write your name and the title for this position (“Your Name – Harm Reduction HCV Services 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, and/ or people of color to apply.*

BENEFITS

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