

Harm Reduction Ohio: Naloxone Distribution Specialist

The Naloxone Distribution Specialist shall assist the Naloxone Distribution Manager in fulfilling orders and operating Harm Reduction Ohio's naloxone distribution program.

Duties shall include:

- Understanding HRO's naloxone distribution policies, procedures and functions.
- Packaging and mailing online orders one day a week to provide time for the Naloxone Distribution Manager to perform other duties.
- Packaging and mailing online orders when the Naloxone Distribution Manager is unavailable or too busy to perform this function.
- Stickers and labeling new naloxone kits consistent with HRO's policies.
- Writing personalized notes on the fact sheet sent to those receiving naloxone.
- Packaging and mailing bulk naloxone orders to HRO lay distributors.
- Recording shipments to lay distributors into the HRO spreadsheet.
- Helping the Naloxone Distribution Manager ensure lay distributors return the required Distribution Logs and Intake Forms in a timely manner.
- Assembling IM naloxone kits and working with volunteers to assemble kits.
- Working with the Naloxone Distribution Manager to ensure supplies are in stock.
- Scanning forms and entering data into the ODH REDCAP database.
- Packaging and mailing other materials to HRO partners and clients.
- Being cross-trained with the Naloxone Distribution Manager to fulfill that position's duties on a temporary basis when the manager is unavailable.
- Other duties as assigned.

Hours: 10 to 30 hours per week.

Pay: \$10 to \$15 per hour.

Benefits: 5% Paid Time Off for every hour worked.

Reports to: Naloxone Program Distribution Manager.

All qualified applicants are encouraged to apply, regardless of education level or criminal history. We welcome applications from people of color, people with disabilities and people from the LGBTQ community. We value people with lived or shared experience related to drugs, sex work, social justice and our mission.

How to apply: Please email apply@harmreductionohio.org:

- your resume.
- two or more references.
- a brief explanation of your background and why the job interests you.