

Naloxone Distribution Manager

Job Title: Naloxone Distribution Manager

Employer: Harm Reduction Ohio

Location: Granville, Ohio

Pay: \$18 to \$25 per hour

Hours: 20 to 35 hours per week

Benefits: Health, Retirement, Paid Time Off

Application Deadline: Friday, March 1, 2024

About Us: Harm Reduction Ohio (HRO) is a statewide non-profit organization that works to improve the health and well-being of people who use drugs and those who love them. We advocate for harm reduction practices and provide resources statewide to people in need.

Position Overview: The Naloxone Distribution Manager oversees Ohio's largest naloxone distribution program and the shipment of 40,000+ naloxone kits annually from online orders and a statewide network of volunteer lay distributors. The naloxone manager position is 80% administrative and 20% direct outreach and order fulfillment.

Key Duties:

- Manage and schedule naloxone distribution specialists.
- Maintain accurate records and file required reports.
- Work to improve operational consistency and cost effectiveness.
- Help coordinate and expand HRO's statewide network of several hundred volunteer naloxone distributors.
- Support work of HRO's Chief Program Officer and five paid regional naloxone coordinators.
- Organize, schedule, and attend in-person and online meetings with program funders, lay distributors, colleagues and other partners.
- Prepare meeting agendas and take meeting notes to distribute.
- Communicate with the public and partners about HRO's naloxone work.
- Attend all meetings by the Ohio Department of Health and other funders.
- Order supplies in a timely, cost-effective manner.
- Cross train to fulfill Naloxone Distribution Specialist duties when needed.
- Conduct naloxone training for staff, volunteers and the public.
- Engage volunteers in meaningful work related to naloxone distribution.
- Other duties as assigned.

Job Requirements:

- Strong administrative and time-management skills.
- Attention to detail and follow-through.
- A positive, can-do attitude.
- Proficient in most Microsoft and Google products.
- Effective communication skills, written and verbal.
- Compassionate to others, dedication to mission of harm reduction.
- Ability to work cooperatively with others.

Qualifications:

- Reliable transportation to and from Harm Reduction Ohio's office in Granville Ohio.
- Experience supervising others is a plus but not required.
- Knowledge of Microsoft Word and Excel is required.
- Ability to handle the physical duties of naloxone distribution specialist is required.
- Applications from people who use or used drugs will be prioritized.
- Applications welcomed from people with criminal records for drug offenses.

Salary and Benefits:

- Starting pay \$18 to \$25 per hour, based on experience.
- Starting hours 20 to 35 hours per week.
- Work hours and days flexible in cooperation with other staffers.
- Mileage reimbursement for business travel.
- Paid time off.
- Health benefit of \$150 to \$300 per month for those who qualify based on federal Individual Coverage Health Reimbursement Arrangement rules.
- 3% match for contributions to Individual Retirement Account.

Location: This is mostly an in-person position based in Granville, Ohio, especially in first few months. Virtual work possible as job experience grows.

Reports to: Chief Program Officer.

How to apply: Email Erin Pottenger at erin@harmreductionohio.org the following:

- Resume.
- Cover letter (two or three paragraphs) explaining why the job interests you.
- Three personal and/or professional references.