

Naloxone Distribution Specialists (2)

Job Title: Naloxone Distribution Specialist

Employer: Harm Reduction Ohio

Location: Granville, Ohio (in office position)

Pay: \$15 to \$20 per hour

Hours: 15 to 30 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 Specialist is a hands-on position that helps package and ship 40,000+ naloxone kits annually across Ohio. Our naloxone program reverses an estimated 4,000 overdoses annually. This in-office shipping position requires dependable job attendance and reliable transportation to HRO's shipping office in Granville, located 25 miles east of Columbus.

Key duties:

- Package and mail harm reduction supplies, including naloxone and fentanyl test strips.
- Process individual online orders and bulk orders from volunteer lay distributors.
- Operate the Pirate Ship postage and label printing system.
- Deliver naloxone packages to post office daily.
- Maintain accurate records on all orders and shipments.
- Complete data collection and paperwork required by program funders.
- Conduct inventory counts and manage supplies.
- Handwrite personal notes of support for inclusion in orders.
- Train others about overdose prevention, including the naloxone use.
- Work knowledgably and cooperatively with other staffers and lay distributors.
- Help expand HRO's lay distribution network and support Regional Coordinators.
- Cross-train others in naloxone specialist position.
- Be cross trained for other roles at HRO to serve as back-up for colleagues.
- Assist the Naloxone Distribution Manager in program management, including collecting data and filing required reports.
- Attend and contribute at staff meetings.
- Other duties as assigned.

Job Requirements:

- Punctuality and dependability.
- A positive, can-do attitude.
- Ability to work collaboratively and respectfully with others, including people who use drugs and people mourning the death of a loved one.
- Stay up to date on harm reduction principles and practices.

Qualifications:

- Reliable transportation to and from HRO's office in Granville, Ohio, and to make daily trips to post office.
- Valid driver's license and vehicle insurance.
- Physical ability to lift packages weighing up to 40 pounds.
- Physical ability to climb and descend one flight of stairs to and from shipping office.
- Knowledge of Microsoft and Google office products is a plus.
- 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 \$15 to \$20 per hour, based on experience.
- Starting hours 15 to 30 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 an in-office position based in Granville, Ohio.

Reports To: Naloxone Distribution Manager.

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.