

Open Aid Alliance
Syringe Service Program Staff (SSP Staff)
Job Description

Vision and Goals of Program:

The vision of this program is to serve people who use drugs. OAA is a statewide leader and champion for harm reduction services and training in the state of Montana and the Mountain West region. Our syringe service program serves almost 500 people each month in Missoula and provides sterile equipment and education, access to wound care, HIV/HCV/STI testing, and clothing to SSP participants free of charge. OAA acknowledges that we occupy stolen land that is aboriginal territories of the Salish, Kootenai and Kalispel people.

Part Time SSP Staff: **20 hours/week at \$18/hour**

Temporary Part Time SSP Staff *ending 9/1/2023*: **20 hours/week at \$18/hour**

All part time OAA positions include the following benefits: **paid vacation, Simple IRA w/employer match after 1-year, paid lunch and a 4 -day work week .**

We are hiring staff to work in our SSP between the hours of 10AM and 6:30PM Monday - Thursday. Applicants must have some availability each day to be considered and hiring preference will be given to current and former SSP volunteers in good standing.

Occasional evening hours and/or weekend events will be required.

Minimum Qualifications:

- **Relevant education and/or professional experience**

Some direct professional experience working with vulnerable populations and/or the general public is preferred. Education, volunteerism, and lived experiences will be considered.

- **Teamwork**

Capacity to work both independently and alongside others to achieve the shared goals of the agency and our participants. Must be willing to follow written and/or verbal directions, receive critical feedback and engage in active listening and learning while on the job.

- **Boundaries**

Willingness to uphold personal and professional boundaries, especially confidentiality, at all times.

- **Ability to work independently**

Candidates must be self-motivated and able to anticipate needs with limited direction.

- **Self-Awareness**

Burnout and secondary trauma are common across all 'helping professions.' The ability to regulate one's desire to care for others alongside caring for themselves in a sustainable manner is essential. Willingness to ask for help and/or speak up when things aren't working.

- **Basic Technology Proficiency**

Ability to use computers and technology to communicate, enter data, maintain schedules, and navigate internet research. Accommodations can be made if needed.

Harm Reduction Commitment

A commitment to the principle and practice of harm reduction and the health of people who use drugs is essential to this position. Must be comfortable working alongside and interacting with people who are actively using substances and with handling syringes, pipes, and other sterile equipment. Biohazard disposal training will be provided.

Core Activities

Direct Service in the SSP:

- Greet, register, and record supply distribution for each participant based upon their unique, anonymous client ID.
- Offer supply options and education around risk reduction and prevention techniques.
- Socialize with participants, offer solutions and opportunities when appropriate.
- Stay informed/up to date about all of OAA's programs and services.
- Provide referrals in-house and to other agencies when requested.
- Stock the SSP area with supplies and keep work areas tidy.
- Report to and collaborate with the SSP Program Coordinator
- Other duties as assigned.

General Responsibilities of all OAA staff

- Be an advocate for all participants, treat all teammates and participants with dignity and respect. Ensure the work environment is safe and welcoming for all people.
- Maintain high levels of confidentiality, improve confidentiality systems whenever possible.
- Complete all relevant training and renewals as needed.
- View each day as a learning opportunity. We emphasize progress not perfection and many aspects of the agency remain fluid to accommodate innovation and change.

- Answer phones, attend to immediate client needs and occasionally work nights or weekends as special events require.
- Communicate expected time off requests promptly and with respect to staffing/scheduling needs (with the exception of personal emergencies).
- Work with the team to continuously improve and reimagine how to make OAA more efficient, effective, and impactful. Creativity is encouraged!

To apply, send your job history/experience and three references to work@openaidalliance.org. Put the position you are most interested in as the subject of the email. Also tell us in your email "why do you want to work with people who use drugs?"

Please email application materials to Amanda (work@openaidalliance.org) and include the job title in the email subject. Open until filled. Priority given to applications received by 11:59pm Thursday June 1st, 2023.

Note to potential applicants:

Studies have shown that women, trans, non-binary folks, and Black, Indigenous, and people of color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization and are most interested in finding the best candidate for the position. That candidate may be one who comes from a background less traditional to our field of work, and that's okay. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described. We are committed to fostering the leadership and elevating the voices of women, young people, Black folks, people of color, Native people, immigrant and refugees, low-income people, LGBTQ+, and transgender, gender non-conforming, and non-binary people, HIV+ people, people who use/have used drugs, people with disabilities, people who were formerly imprisoned, and people living in the many intersections of these experiences. We encourage people from these communities to apply.

Open Aid Alliance does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin, disability, marital status, sexual orientation or military status in any of its operations or activities. We are committed to providing an inclusive, healthy, and welcoming environment for all members of our community.