

## **Coordinator of Mental Health and HIV Services**

New York Harm Reduction Educators, Inc (NYHRE) started as an activist-based illegal needle exchange and is now New York's largest syringe exchange program. NYHRE provides integrated health and social services to marginalized, low-income substance users utilizing a grass roots harm reduction approach. Legally constituted in 1992, we serve over 5,000 people each year in the Bronx and East Harlem using a unique street-side, low-threshold service delivery model. Mobile units and tents are set up where individuals who engage in high-risk behaviors congregate and services are delivered right on the streets in a non-judgmental, non-coercive manner by culturally sensitive staff. Services are also offered at two storefront offices, one in the South Bronx and one in East Harlem.

NYHRE encourages a collaborative environment where staff are expected to be proactive in their work and encouraged to actively participate in the improvement of service delivery and the development of programs.

### **Position Summary:**

The Coordinator of Mental Health and HIV Services will provide mental health services to individuals who are HIV+ or are substance users at highest risk for HIV and HCV. This position is also responsible for managing program functions for the Ryan White Harm Reduction program and assisting with the development and oversight of the Social Work intern program.

### **Responsibilities:**

- Provide HIV+ individuals and active substance users with individual and group-level mental health services (counseling and psychotherapy) which are non-judgmental, low barrier, and culturally relevant.
- Responsible for participant outreach and recruitment and for implementing street-side service provision.
- Make referrals to appropriate outside services including mental health programs when necessary.
- Supervise team of four Program Assistants; facilitate weekly supervision and provide guidance to improve service provision, skills and knowledge.
- Act as point person for mental health services in the absence of the Director of Mental Health, and supervise Social Work interns when necessary.
- Maintain proper documentation, including audit worthy participant files, and conduct chart audits for the Mental Health program and the RW Harm Reduction program.
- Monitor and report on service deliverables, and work with the Director of Quality Assurance and Evaluation and the Director of Mental Health to implement a comprehensive Quality Management plan that includes the development of appropriate performance measurement systems.
- Participate in monthly clinical supervision and monthly Coordinators Management Team meetings, facilitate intra-departmental case conferencing and assist in the facilitation of monthly agency-wide case conferences.
- Assist with the development of grant proposals and new programs.
- Represent NYHRE as necessary in the community, at conferences and with other service providers.
- Other duties as assigned.

### **Experience/Additional qualifications:**

- Must have LMSW or have an MSW and be able to pass the licensing exam within three months of hire, 1-3 years experience preferred.
- We are specifically looking for candidates with an active interest in harm reduction, syringe exchange, and/ or social justice as it pertains to individuals who use drugs.
- Significant work or life experience in the areas of substance use, sex work, and HIV and HCV prevention desired.

- Must have good foundation of knowledge regarding HIV and AIDS. Knowledge of the Bronx and East Harlem IDU/ substance use communities and service providers desired.
- Must be an organized, self-motivated team-player, with strong interpersonal skills, excellent written and oral communication skills, and the ability and willingness to be hands-on and solve problems as they arise.
- Must be committed to the Harm Reduction philosophy and to working with marginalized people (mainly people who use drugs and sex workers) in a multi-cultural, multi-racial environment in a non-judgmental manner.
- Must be willing and able to work outdoors at our street sites up to 20% of the time, hours may vary.
- Basic computer skills necessary, including MS Office and use of the internet for research.
- Bilingual (Spanish) preferred.

**Reports to:** Director of Mental Health

**Supervises:** 4 member RW Harm Reduction team

**Status:** Full-time, Exempt

**To apply:** Send a resume, a cover letter that effectively addresses the responsibilities and requirements and demonstrates your ability to contribute positively to the agency, and salary requirements to Shelley Huggins at [shuggins@nyhre.org](mailto:shuggins@nyhre.org), or via fax to 718.842.2593. Subject line should read, “Coordinator of Mental Health and HIV Services position – *last name*”. The attachments should be entitled “Lastname, Firstname CoverLetter”, and “Lastname, Firstname Resume”. No calls please.

NYHRE is an Equal Opportunity Employer. Individuals who have personal experience with drug use, PLWHA, women, people of color, members of the LGBTQ community, and the formerly incarcerated are strongly encouraged to apply.