



MEDICAL SERVICES PROGRAM MANAGER

JOB DESCRIPTION

THE POSITION:

- The Medical Services Program Manager, with the Executive Director, is responsible for the development and implementation of HIV/HCV rapid testing, STI testing, the referral process for treatment, and the vaccine program.
- This position requires a deep knowledge of substance use, the local community, and a strong desire to work with people who use and inject drugs as a direct service provider.
- We will be hiring one individual to fill this position. On-site schedules will likely be 5 days a week (days and hours are flexible), with additional hours outside of regular shifts (team meetings, events, etc.)
- Reports to: Executive Director
- Supervision responsibilities: None, with the potential for a program assistant in the future.

DUTIES AND ACTIVITIES:

- Responsible for development and implementation of the STI testing and treatment program
- Establish a contract with a medical laboratory for STI confirmatory testing. Maintain inventory on lab supplies. Review lab results as they arrive.
- Develop policies and procedures associated with this program.
- Purchase an electronic health record (EHR) and ensure the EHR is altered to represent IHRP specific medical services.
- Collaborate with DHW on STI testing at IHRP.
- Follow guidelines on mandatory reporting to the state and local health departments.
- Create education material specific to sexually transmitted infections and safe sex practices.
- Obtain proper medical history including sexual history. Provide resources based on risk factors associated with contraction of infectious diseases i.e., HIV, Hep C.

- Responsible for managing the budget and reporting programmatic financials to the Executive Director.
- Provide compassionate, non-judgmental medical services to participants while following IHRP confidentiality and HIPAA guidelines.

Vaccine Program

- Responsible for the development and implementation of the vaccine program.
- Develop policies and procedures associated with this program.
- Work with the state vaccine registry and adopt IRIS for our EHR
- Create education material specific to the vaccines we will be administering
- Obtain proper medical history, including family history and allergies.
- Review IRIS information to ensure that each participant seeking vaccine administration
- Responsible for managing the budget and reporting programmatic financials to the Executive Director.
- Provide compassionate, non-judgmental medical services to participants while following IHRP confidentiality and HIPAA guidelines.

Outreach

- In collaboration with the Executive Director, the program manager will purchase, plan, build, and maintain a community outreach vehicle to meet the needs of participants.
- In collaboration with the Executive Director, the program manager will partner with organizations to offer scheduled outreach events to community members and participants.

Other

- Ensure execution of the organization's mission, vision, and values in all aspects of the overdose prevention program.
- Apply for grant opportunities with communication and assistance from the Executive Director.
- Other duties as assigned by the Executive Director.

QUALIFICATIONS:

- Required experience working in a health care facility, must be a certified medical assistant, LPN, or RN.
- Previous experience working in harm reduction, social justice, or a similar field.
- Demonstrated commitment to harm reduction philosophy and practices, racial and health equity.
- Must be able to work independently, as a team member with the Syringe Services Program Manager and Sexual and Reproductive Health Program Manager, and in coordination with the Executive Director.
- Communication, mutual respect, and trust with the team are critically important.
- Proficiency with Microsoft Office Word, Excel, and PowerPoint.
- Self-reliant team player with excellent judgment and creative problem-solving skills.

COMPENSATION AND BENEFITS:

- \$28 DOE
- Cell phone bill reimbursement, mileage reimbursement, and remote working opportunities.
- A flexible schedule at 40 hours a week and the ability to set your own office hours.
- Medical, dental and vision insurance, 401k

People who use(d) drugs, current or former sex workers, people of color, women, members from the LGBTQ+ communities, those who have experienced housing insecurity, people who have received harm reduction services, and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.

IHRP does not discriminate in any of its activities or operations on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, drug-related criminal record, marital status, sexual orientation, HIV/AIDS status, substance use, or military status.

TO APPLY:

Please send resume and cover letter to marjorie@idahoharmreductionproject.org.