



**POSITION: WHCP Peer Swing/Coverage**

Hours: on call

Pay rate: \$15 per hour

**Position Description**

**Must completed the following before taking shifts:**

- Narcan and OD Intervention Training
- Needlestick Injury Prevention Training
- WHCP Orientation
- At least 3 shadow shifts with senior staff

**Outreach Duties**

In the event one of WHCP's Peers, in any department, are unable to do their scheduled shift or if additional coverage is required for a health fair, tabling or other event, the WHCP Peer Swing/ Coverage position will:

- A) Conduct outreach in areas currently targeted by WHCP, specific to the program you are covering for ( HCV, PDSE, DSRIP etc)
- B) Provide syringe exchange in areas inaccessible to the WHCP Outreach Team by:
  - Syringe exchange transactions on walkabout hours including outreach for program recruitment and retention and dissemination of health education/risk reduction information and harm reduction supplies.
  - Syringe exchange program enrollment, including review of substance use history, current use practices, disposal practices, and providing safer drug use education.
  - Low-threshold supportive counseling & referrals for a variety of service needs
  - Delivery and documentation of prevention education, counseling, referrals, safer substance use education and strategies, and other services; tailored to reflect participant risk and needs
  - Refer participants to WHCP for continued service provisions and HIV/HCV testing
  - Outreach hours will be scheduled outside of WHCP office hours unless prearranged and approved by the Peer Coordinator.
  - Peer consultants will check in and out of shifts via phone call or text to the Peer Coordinator at the start and finish of each outreach shift.



C) Participate in Outreach and Haz Waste expansion:

- Collaborate with the DOPS, Outreach Coordinator and the Outreach Team to develop strategies for improving syringe access and haz waste collection in Washington Heights, Hamilton Heights, & Inwood.
- Assess current Outreach and haz waste collection strategies with the DOPS, Outreach Coordinator, the Outreach Team and other PDSE Peer Consultants to ensure community needs are being met.
- Report locations (hot spots) in immediate need of hazardous waste pick up to the Outreach Team and Peer Coordinator to improve knowledge of areas with high volume of discarded syringes and drug paraphernalia
- Report any noted trends and/or changes in where drug users are living, congregating, transacting and using to the Outreach Team, and Peer Coordinator and DOPS to ensure timely delivery of outreach services to those most in need

D) Provide program support in the office and in the DIC as needed in accordance with program policies, guidelines and procedures

Administrative Duties

- Accurate and thorough documentation for all syringe exchange program services (transactions, referrals, counseling sessions, etc.) - *submitted to the Peer Coordinator immediately following your swing/coverage shift.*
- Outreach bag is restocked with sufficient supplies for outreach, haz waste and OD intervention immediately following your swing/coverage shift.
- Outreach binder is restocked with updated promotional flyers, documentation forms, and required identifying and authorizing documents.
- Peer schedules are developed on a weekly basis according to program needs and required deliverables. Whenever possible you will be notified in advance about the swing/coverage shifts that are available. There may be last minute coverage requests, however, and it is expected the WHCP Peer Swing/Coverage position is ready and available to take those shifts.



- All Peer Schedules will be made public. This includes being made systematically available to participants and other staff members.
- Other duties as assigned.

Additional Payments:

- Metrocards will be provided for assigned shifts that require transportation
- Peer consultants are to invoice WHCP in accordance with the PDSE invoice schedule only.

To apply for this position:

- Submit your resume or letter of interest for this position to DIC staff.
- Applications will be accepted from Monday, Jan 9<sup>th</sup>, 2017 until 5pm on Wednesday, January 18<sup>th</sup>
- Interviews will be conducted the week of Jan 23-27<sup>th</sup>.