



## *Harm Reduction Outreach Program Coordinator*

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### **About PASAN**

PASAN is a community-harm reduction-based HIV/HCV organization that provides support, education, and advocacy to, for, and with individuals who are incarcerated or formerly incarcerated.

**Our Mission:** PASAN is a place where prisoners' matter.

**Our Vision:** We envision an end to prisons, health inequities, and the oppressions that drive criminalization, incarceration, HIV and hepatitis C.

To learn more about us: <https://pasan.org/>

### **About the Harm Reduction Outreach Program Coordinator role**

PASAN's Harm Reduction Outreach Program reaches out to people who use drugs to increase knowledge and awareness of harm reduction practices and to increase access to community services.

The position provides supportive counselling services, referrals and support, participates in community development, leads training for local service providers, promotes harm reduction, and supports engagement of people who use drugs in the program. The Harm Reduction Outreach Coordinator position is also responsible for program administration and supports accountability to meet reporting requirements for the funded program.

### **Responsibilities (including, but are not limited to):**

#### **Outreach**

- Coordinate PASAN's overdose prevention services and the distribution of harm reduction resources. This includes overseeing adequate program coverage, opening/closing safe disposal procedures, availability of risk reduction supplies & information, program/event coordination and inventory oversight.
- Engage in community-based outreach with people who use drugs, including at local shelters, day centre's, drop-in programs, on the street, and at other public spaces and community locations.
- Provide brief supportive counselling, harm reduction resources and information during outreach.

- Provide ongoing support, practical assistance and appropriate referrals to services as appropriate and needed.
- Provide service users with easily accessible and low threshold services that operate within the harm reduction framework. This includes assisting with accessing support services such as primary care, substance use treatment, behavioral health services, homeless shelters and legal advocacy.
- Provide written and verbal harm reduction information on safer injection strategies, vein and abscess care, overdose prevention and HIV, STI and Hepatitis transmission to program participants.
- Directly respond to service user needs and crisis situations as appropriate. Monitor service user areas including bathrooms.
- Provide training on overdose prevention and naloxone distribution.

### **Community Development and Capacity Building**

- Develop and work in partnership with local service providers to formalize referral processes and participate in community development and local networks with service providers to identify gaps in services, share information and coordinate services.
- Identify harm reduction training needs of local service providers and provide or facilitate relevant training opportunities.
- Develop and maintain relationship with prison and detention centres to coordinate and implement harm reduction based in-reach.
- In collaboration with Harm Reduction Program Manager and community partners to develop and coordinate point of care HIV/HCV testing.
- In collaboration with Harm Reduction Program Manager, develop and deliver orientation and further training for Harm Reduction Outreach workers and volunteers.
- Provide ongoing support and mentorship of Harm Reduction Outreach workers.
- Provide structured supervisions and field supervision to Harm Reduction Outreach workers, in collaboration with Harm Reduction Program Manager.
- Provide education and coordination for student placements for field work practiced/or observation in collaboration with designated staff.

### **Data Management and Organizational**

- Participate in regular supervision and team meetings, and agency events.
- Maintain records, reports, and statistics necessary for program functioning, monitoring, evaluation and reporting.
- Participate in Provincial Outreach Network and Regional Harm Reduction Network meetings and activities.
- Attend program, department and agency meetings and trainings.
- Perform other duties as required

### **Job Requirements:**

- Combination of some post-secondary education and significant experience in health promotion and/or community development

- Three to five years relevant harm reduction experience in a community setting working with homeless and marginalized populations including prisoners/ex-prisoners, people with mental health issues and people who use drugs and people.
- Understanding of harm reduction needs and access to services for ACB, Indigenous, and Racialized communities.
- Understanding of the health and social impact of the criminal justice system on individuals and society and experience working with HIV and HCV issues including a well-developed knowledge of relevant resources
- Understanding of drug use and harm reduction in a prison context, especially in communities who are disproportionately criminalized.
- Strong knowledge of harm reduction and opioid overdose prevention strategies.
- Significant knowledge of health-related social issues faced by people who use drugs.
- Strong organizational, interpersonal, written and verbal communication skills.
- Proficient in Microsoft office and experience with electronic data collection.
- Demonstrated experience facilitating support groups and educational programming
- Experience working with and within homeless and unhoused communities
- Experience with substance use and harm reduction
- Demonstrated ability to work under pressure meet deadlines and ability to work both independently and within a team structure.
- Experience in program development, implementation, monitoring, evaluation
- Proficiency in language(s) other than English is considered an asset.
- Demonstrated ability to work under pressure meet deadlines and ability to work both independently and within a team structure.
- Demonstrated ability to anticipate problems/conflicts and take appropriate actions, to organize and prioritize work.
- Sound decision-making and judgment skills with the ability to effectively manage communications with community, committees and coalitions.
- Demonstrates a commitment to a healthy and safe workplace for self and others by taking all reasonable precautions and working in compliance with PASAN's related policies, health and safety legislation and best practices
- Valid driver's license an asset.

### **Bargaining Unit CUPE Local 7797**

**Salary range:** \$57,535 based on a 5-day work week

**Benefits:** Extended health benefits start at 3 months

**Location:** Physical office at 526 Richmond St. East in Toronto.

**Paid Leave:** 4 weeks' vacation, 22 days of sick leave, 5 days for professional development and 6 float days per calendar year

**Term:** Full-time

## **Posting Details**

The posting closes on Sept 23, 2025

We strongly encourage applications from Indigenous Peoples, Black and racialized persons, women, people of diverse sexual and gender identities and persons with disabilities. As part of this invitation, we recognize that there remains work for our entire sector to do as to commit to fostering the conditions for folks from equity-deserving communities to feel supported and valued in our work together. This is work that we feel must continue to be prioritized, both by PASAN and the sector at large.

Don't be too concerned if you don't tick all of the boxes when it comes to the requirements that we've outlined - especially if this role really excites and interests you. We would still love to hear from you.

## **The Selection & Interview Process**

Please email your application to [jennifer@pasan.org](mailto:jennifer@pasan.org) Your application should include the following:

- Your Resume
- A letter of interest, which should include:
  - What connects you and motivates you to join the organization
  - The relevant experience and/or skills that you feel you can contribute to PASAN
  - Your understanding of Harm Reduction Philosophy and Practice and any relevant experience you want to share
- Candidates will be pre-screened by the hiring committee using an evaluation matrix based on the job requirements listed in the job posting.
- Each selected candidate will be invited to join one virtual interview and possibly one in person interview with the hiring committee in
- The successful candidate will be asked to provide at least two work-related references.