



Virginia Harm Reduction Coalition
Appalachian Harm Reduction Coalition
CarryNaloxone.org

Position

Drug User Resource Coordinator

Reports to

Executive Director

Position Description

Case Manager helps VHRC participants navigate the full spectrum of care, connecting them to VHRC or outside services as requested by the participants to improve their health and wellness, live a self-directed life, and strive to reach their full potential.

Responsibilities

To ensure effective case management for VHRC participants, the Resource Coordinator will:

- Conduct intakes for VHRC participants to evaluate participant needs.
- Work with clients to develop individualized case management plans.
- Assist clients in obtaining necessary resources to achieve case management goals.
- Ensure that all client case management plans address identified needs and are updated.
- Continually monitor and evaluate each client's progression through their case management plan and develop corrective action revisions to the plan as needed.
- Maintain accurate documentation of service objectives and outcomes as well as other services in accordance with Federal, State, County and Ascencia guidelines.
- Document all service provisions in VHRC data systems within 24 hours of delivery.
- Develop and nurture effective relationships with outside agencies in order to gain access for VHRC participants.
- Attend program-related community, coalition and committee meetings as assigned.
- Prepare case management related reports including but not limited to: outcomes, successes, etc.
- Adhere to strict boundaries and professional ethics in the care of others.
- Performs other duties as assigned by the supervisor, which are consistent with the position and in compliance with agency policies and procedures.

Qualifications

- Bachelor's in human services
- Ability to be licensed through the state for services
- Experience working with marginalized and criminalized populations
- Ability to articulate Harm Reduction Principles

Job Type: Full-time

Salary: \$30,000 to 45,000.00 /year