

Position title	Harm Reduction Coordinator
Reports to	Community Programs Manager
Award agreement	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2022
Classification	SACS Employee Level 6

About Your Community Health

Your Community Health is a progressive, high quality, independent community health service. It provides a wide range of community-based health and social support services including primary care, allied health, oral health, mental health, harm reduction, social support and health promotion services. Our three comprehensive health centres are located in Darebin, but we are here for everyone in the diverse communities across Melbourne. We work in partnership with our communities and other services using a combination of outreach, home-based and centre-based activities and co-located services.

More information is available at: www.yourch.org.au

Vision	Health and wellbeing for everyone
Purpose	We partner with people and communities to deliver health and wellbeing services and promote equity
Our organisational values	<p>Courage</p> <ul style="list-style-type: none"> • We are progressive • We are creative and resourceful • We challenge the status quo for the benefit of our communities <p>Empathy</p> <ul style="list-style-type: none"> • We are caring and inclusive • We celebrate and value diversity • We work collaboratively and respectfully <p>Integrity</p> <ul style="list-style-type: none"> • We are ethical, honest, reliable and fair • We listen and are accountable to our communities • We earn and build trust <p>Achievement</p> <ul style="list-style-type: none"> • We are outcomes-focused • We are adaptable and always learning • We continuously improve • We are creative and resourceful

Statement of Inclusivity

Your Community Health is committed to providing an inclusive and accessible environment where people and communities of all identities and backgrounds (including but not limited to, ethnicity, faith, socio-economic circumstance, sexual orientation, gender identity, ability, bodies, migration status, age and Aboriginal and Torres Strait Islander descent) are accepted, safe and celebrated. We achieve this through the guidance of our values and principles.

Your Community Health understands the need to ensure that meaningful inclusion is built into the organisational DNA and strives to create an environment that attracts team members that reflect the communities we serve.

Your Community Health look to actively encourage members applications from of the LGBTIQ+, Aboriginal and Torres Strait Islander peoples, Disability, culturally and linguistically diverse communities and those with lived experience in areas in which we work. We work to address barriers in full participation.

About the Harm Reduction team

The Harm Reduction team delivers vital support and information to people who inject drugs, focusing on minimizing harm and promoting health. Through outreach services, the team provides sterile injecting equipment, facilitates safe disposal, and supplies naloxone to reverse opioid overdoses, aligning with the Victorian Needle and Syringe Program. The team operates within the Community Programs division of the Community Partnerships Directorate. As part of YourCH we are passionate and enthusiastic staff working towards our vision of a health and wellbeing for everyone and creating an environment that is inclusive and representative of the communities in which we serve.

Position Purpose

The Harm Reduction Coordinator leads the delivery of harm reduction services, providing oversight to outreach programs, staff management, and service development. This role ensures the distribution of sterile injecting equipment, naloxone, and health education, while fostering partnerships, establishing referral pathways, and promoting stakeholder engagement. The coordinator supports team development, ensures compliance with quality standards, and contributes to empowering the community through accurate, client-centred harm reduction initiatives.

Position responsibilities

- Establish formal client referral pathways and partnerships with other health services, including internal services at YourCH.
- Facilitate stakeholder engagement and actively participate in relevant networks and communities of practice.
- Provide referrals and connect clients to appropriate services based on identified needs.
- Collaborate with the manager to support service development, including implementing recommendations from YourCH's NSP Refresh Report and implementing the Lived Experience Framework.
- Provide line management, supervision, and support to harm reduction staff reporting to this role.
- Manage stock ordering and oversee the team roster.
- Participate in the on-call roster for the outreach team, alternating with the Community Programs Manager as agreed.
- Lead team planning, facilitate meetings, and support the professional development of the Harm Reduction team.
- Ensure compliance with quality standards, including maintaining accurate data (for outreach and YourCH sites), conducting audits, and managing policies and program documentation.

- Support the Service Access team in providing sterile injecting equipment and harm reduction support at YourCH sites.
- Conduct outreach activities to distribute sterile injecting equipment, share information on safer drug use, safe sex, and proper disposal, and provide naloxone and health-related guidance.
- Promote the program and other Your Community Health services to the local community and individuals who inject drugs.

Position requirements (qualifications, skills, knowledge and attributes)

Qualifications

- Relevant qualifications and/or experience in the health, welfare, community services or alcohol and other drugs (AOD) sector
- Current Community Overdose Prevention Education Certificate and eligibility to be registered on the Pharmacy Programs Administrator portal to be able to provide naloxone through the Take Home Naloxone Program
- Eligible to be issued with an NSP Outreach Worker Card from the Victorian Department of Health
- Current Victorian Drivers Licence

Skills and competencies

- Proven experience in staff management and supervision, including planning workloads, motivating teams, and monitoring performance effectively.
- Demonstrated experience in building and maintaining collaborative relationships with stakeholders.
- Advanced project management skills, with expertise in planning and leading initiatives using a co-design approach that actively engages consumers and community members in service planning, delivery, and evaluation.
- Comprehensive knowledge of harm reduction principles and practices, particularly as they apply to supporting people who inject drugs.
- Broad range of information technology skills including ability to learn and effectively use a variety of online systems.
- Understanding of relevant issues impacting those affected by alcohol and other drugs, their families and the wider community.
- Understanding of lived experience practice and commitment to supporting staff in designated lived experience roles
- Demonstrated ability to collaborate effectively as part of a small team in a mobile outreach environment.
- Excellent skills in engaging and communicating sensitively with individuals from diverse social and cultural backgrounds, including those who are socially marginalized or disadvantaged.

Expected behaviours for all YourCH team members and volunteers

- Support the provision of services that are inclusive, safe and high quality
- Maintain staff, volunteer and client confidentiality at all times
- Work in partnership with the community, clients and staff to achieve our vision
- Ensure an inclusive and safe workplace for clients, visitors, volunteers and staff
- Work in accordance with Your Community Health Policies and Procedures

General

- Your Community Health requires declarations and personal information relevant to employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 1988
- The successful applicant is required to provide evidence of eligibility to work in Australia
- Employment is contingent on a satisfactory Police Records Check, valid Working with Children Check and NDIS Worker Screening check clearance (when required). Where the preferred applicant has lived or worked overseas for a continuous period of 12 months or more within the past 10 years, they are required to provide an international police check for all countries that they have lived in for that period of time
- Applicants who are not currently employed by Your Community Health are required to complete a Pre-existing Illness/ Injury Declaration Form
- Management, in consultation with the staff member, reserves the right to modify this position description when required

Relationship to Performance Development and Review Plan

This position description operates in conjunction with, and forms part of the relevant individual Performance Development Review Plan aligned to the organisational Strategic Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis.

Your Community Health is an equal opportunity employer and encourages individuals of diverse backgrounds including those from the Aboriginal and Torres Strait Islander, Disability, Culturally and Linguistically Diverse and LGBTIQ+ communities to apply.