

**Health Educator**  
**Non- Civil Service Position**  
**Contractual Position**  
**\$36,681 - \$44,199 Annually**

The Baltimore City Health Department is seeking an individual with a background in substance use disorders and their various treatment modalities within harm reduction. The selected employee will work full-time (40 hours per week) with the Needle Exchange Program. The work involves providing health education and coordinating overdose response trainings to the general public.

**Key Responsibilities:**

- Make referrals to drug treatment and other resources for participants
- Identify training venues (communicate with community stakeholders, and respond to requests)
- Facilitate overdose prevention and response trainings
- Data entry
- Maintain monthly training schedule
- Collect and maintain files for all ORP paperwork
- Collect all ORP-related data
- Complete and submit required reports in a timely manner (BHA, BHSB, Reversals, etc.)
- Develop and maintain an inventory mechanism for naloxone and ORP supplies
- Secure and maintain inventory; and request supplies as needed
- Assemble overdose kits and ensure there is adequate stock to maintain the needed level of trainings
- Provide monthly ORP updates, and others as requested, to CRRS Director, PM, and APM
- Conduct health and harm reduction education and counseling
- Other duties as assigned

**Required Skills and Abilities:**

- High school diploma required, Bachelor or Master degree preferred
- A valid State of Maryland driver's license and own personal transportation required
- Ability to work independently and in teams
- Computer literacy (Proficient in the use of MS Word, Excel, and PowerPoint)
- Knowledge of substance use disorders, and related issues
- Ability to work as part of a team, with other program staff
- Ability and willingness to accept direction from supervisor
- Comfort with the diversity (ethnicity, sexual orientation, socioeconomic status, etc.) of our multicultural community
- Ability to maintain required work schedule, be on time and accountable for time management
- Ability to use good judgment regarding confidentiality issues

This position requires passing of drug and alcohol screenings. Selected applicants will be subject to a criminal background investigation.

Interested applicants must submit a cover letter and resume via email no later than Friday, February 10, 2017 to Jeffrey Long, [jeffrey.long@baltimorecity.gov](mailto:jeffrey.long@baltimorecity.gov)

AN EQUAL OPPORTUNITY EMPLOYER