

Project Safe Point-Program Assistant:

Catholic Charities Care Coordination Services seeks a full-time Project Safe Point Program Assistant. Under the supervision of the PSP Coordinator, this position is responsible for assisting and supporting all services related to Project Safe Point. These tasks are conducted in the accordance with operating principles and policies of Catholic Charities Care Coordination Services and the programmatic guidelines of the NYSDOH AIDS Institute and other funders.

Minimum qualifications:

- Familiarity with and sensitivity to specialized needs of people with HIV, of people with substance abuse and mental health issues, of people of color, of gay, lesbian, bisexual, and transgender individuals. Ability to work with people of diverse backgrounds within client and staff populations
- Background in/sensitivity to the needs of active substance users
- Ability to operate within framework of Harm Reduction philosophy and practice
- Knowledge of HIV/AIDS and viral hepatitis prevention
- Familiarity with the cycle of poverty and working with families experiencing poverty
- Familiarity with and ability to access community resources and services
- Attention to detail and ability to work independently
- Ability to provide strengths-based, individual-centered proactive harm reduction services
- Ability to interact with people from diverse backgrounds and provide an atmosphere of trust, mutual respect, and caring
- Working knowledge of the geography of the communities within the Diocese of Albany

Other Requirements:

Must have a personal cell phone, valid driver's license, proof of current car insurance and registration and access to a working vehicle.

Interested applicants please send a resume/cover letter to Catholic Charities Care Coordination, 100 Slingerland Street Albany, NY 12202 or email: kerik@ccalbany.org or josephf@ccalbany.org; or marissas@ccalbany.org

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