

the grand rapids Red project

The Grand Rapids Red Project

Position Title: Mobile Health Unit Outreach Specialist

Reports To: Program Operations Director and Program Development Director

Hourly Rate: Approximately \$20.00 per hour, commensurate with experience

Status: Full-Time, Non-Exempt (40 hours per week / 80 hours per pay period)

Mission

The mission of The Grand Rapids Red Project is to enhance health, reduce risks, and prevent HIV within the greater Grand Rapids metropolitan area. Central to our mission is the belief that access to the knowledge, tools, information, and support necessary for maintaining health is a fundamental human right.

We achieve our mission through a comprehensive range of services and advocacy efforts designed to empower individuals and communities. Our programming includes syringe access services, overdose education and naloxone distribution, drug checking, PrEP navigation, HIV and Hepatitis C testing and linkage to care, HIV case management, recovery coaching, community outreach, and support groups.

Position Overview

The Mobile Health Unit Outreach Specialist is a frontline, community-based position responsible for delivering harm reduction services through The Grand Rapids Red Project's Mobile Health Units. This role focuses on mobile outreach, syringe access services, and participant engagement across multiple communities.

This position is designed for an individual with lived experience who brings empathy, credibility, and practical understanding to outreach work. The Mobile Health Unit Outreach Specialist operates independently in the field while maintaining close communication with program leadership to ensure services are delivered safely, consistently, and in alignment with organizational policies.

Work Schedule

This position requires schedule flexibility. Outreach activities and Mobile Health Unit operations may occur during mornings, evenings, or weekends based on community needs, service schedules, special events, and program priorities.

Key Responsibilities

Mobile Health Unit Operations

- Operate Mobile Health Units in accordance with organizational policies, safety procedures, and applicable regulations
- Drive Mobile Health Units to scheduled outreach locations, special events, and service sites across multiple communities

- Ensure Mobile Health Units are clean, stocked, fueled, and prepared for daily operations
- Complete vehicle and equipment checks and promptly report maintenance or safety concerns
- Assist with set-up and breakdown of outreach sites and mobile services

Harm Reduction and Outreach Services

- Provide syringe access services and distribute harm reduction supplies in alignment with Red Project guidelines
- Engage participants using trauma-informed, participant-centered, and nonjudgmental practices
- Build and maintain trusting relationships with individuals accessing services
- Provide basic harm reduction education, overdose prevention information, and referrals to internal and external resources
- Support naloxone distribution and overdose education as trained and authorized

Documentation and Compliance

- Accurately document services provided and outreach activities within required timeframes
- Maintain participant confidentiality and comply with HIPAA, organizational policies, and applicable laws
- Adhere to all Mobile Health Unit policies, safety protocols, and reporting requirements

Collaboration and Communication

- Maintain regular communication with Program Directors regarding outreach activities, trends, and participant needs
- Coordinate with other Red Project staff to ensure continuity of services and appropriate coverage
- Represent The Grand Rapids Red Project professionally during outreach, community interactions, and partner engagements

Qualifications

Required Skills and Experience

- Lived experience relevant to harm reduction, substance use, recovery, or related systems
- Valid driver's license with an acceptable driving record
- Reliable, insured personal vehicle
- Ability and willingness to drive Mobile Health Units and travel to multiple outreach locations
- Strong interpersonal communication skills and ability to engage diverse populations
- Ability to work independently while remaining accountable to program leadership
- Basic computer skills and ability to complete electronic documentation
- Commitment to harm reduction principles and the mission of The Grand Rapids Red Project

Preferred Skills

- Previous experience in outreach, harm reduction, recovery support, or social services
- Familiarity with syringe access programs or mobile service delivery
- Knowledge of local community resources and service networks

Physical and Environmental Requirements

- Ability to work outdoors and in mobile environments in varying weather conditions

- Ability to stand for extended periods and lift or move supplies and equipment up to approximately 30–40 pounds
- Comfort working in nontraditional settings, including streets, parking lots, and mobile units

Compensation and Benefits

The Grand Rapids Red Project offers competitive hourly compensation and a comprehensive benefits package, including paid time off, health insurance, and professional development opportunities, consistent with organizational policy.

Equal Opportunity Statement

The Grand Rapids Red Project is an equal opportunity employer and strongly encourages individuals with lived experience to apply. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other protected status.

Disclaimer

This job description is not intended to be all-inclusive. Duties and responsibilities may evolve based on program needs and organizational priorities.