

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (PUBLIC HEALTH SERVICES – EPIDEMIOLOGY & WELLNESS DIVISION – MENTAL WELLBEING & SUBSTANCE USE – LOCATION - TBA)

HARM REDUCTION INVENTORY CLERK – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Supervisor, Mental Well-being & Harm Reduction, monitor, order and distribute naloxone, maintain naloxone inventory database, prepare and assemble harm reduction supply kits and perform general administrative functions associated with the daily operations of the program.

GENERAL DUTIES

Prepare and assemble harm reduction supply kits to maintain recommended inventory and supplies.

Receive and fill orders for harm reduction supplies, safer sex supplies and STI medications.

Receive all naloxone orders from internal programs and community partners on a daily basis, answer questions regarding this product and availability.

Order naloxone from the Ministry as per guidelines.

Process naloxone orders received from internal programs and community partners and fill naloxone orders daily.

Maintain naloxone inventory as per Ministry guidelines.

Receive and answer routine inquiries from staff, medical personnel and community agencies regarding harm reduction supplies, safer sex supplies and naloxone.

Notify supervisor and other relevant program areas and agency partners of any naloxone shortages or delays and recalls.

Process and record returned/expired naloxone and return to pharmacy for safe disposal. Forecast inventory needs for the month and year based on historical data, review with supervisor, and place Naloxone orders with Ontario Naloxone Program (ONP) according to ONP shipping dates, available storage and program requirements.

Maintain appropriate naloxone supply and monitor for expiring naloxone.

Check naloxone received against amounts ordered and notify the supervisor and Ministry of any discrepancies.

Reconcile physical inventory counts and electronic inventory counts and bring forth discrepancies to supervisor on a monthly basis.

Organize the delivery of naloxone (and other STI medications) by couriers, as well as pick-up arrangements for community partners.

Maintain appropriate data for reporting purposes.

Assist with providing data for reports regarding naloxone distribution, wastage and client usage as requested by the Program Manager/Supervisor and/or Ministry.

Maintain and update an inventory of harm reduction work instructions, policies and procedures.

Support the onboarding of agencies seeking to distribute naloxone and harm reduction supplies.

Arrange for and drive van to service appointments as required

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Demonstrated business office experience related to the duties above normally acquired through a combination of education and relevant work experience.
2. Experience in a computerized environment. Demonstrated knowledge of Microsoft Office (Word, Excel) and Microsoft Windows environment.
3. Good interpersonal communication skills.
4. Good organizational skills.
5. Ability to multi-task numerous activities/responsibilities at once.
6. Must be physically capable of lifting up to 50lbs.
7. Must have a valid G-class license

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED UPON HIRE.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
