



Position Title: Syringe Service Program Navigation Intern

Reporting To: Syringe Service Program Manager

Department: Prevention Services

Status: Intern; Fall Semester

The SSP navigation intern assists in the operation of three in-building sites where PPP provides the following free services: anonymous syringe exchange, HIV counseling and testing, HIV medical care, primary medical care, wound care, harm reduction and overdose prevention counseling, access to treatment and referrals to health care and social services. The SSP navigator specializes in linking participants from the exchange to MOUD treatment, vaccines, HIV testing, PrEP, the Viral Hepatitis C Clinic, and Medical Case Management. Additional responsibilities include logistical tasks related to operating the Syringe Service Program (SSP), including, supply and volunteer management, setting up for sites, collecting data, stocking, and facilitating service delivery at the SSP sites (e.g., syringe exchange, harm reduction and overdose prevention counseling, referral to testing, general health education, primary medical care, etc.). SSP navigators complete the data entry and paperwork necessary for navigation.

Duties and Responsibilities:

- Conducts outreach to active injection drug users and sex workers at mobile and in-building syringe service outreach sites in Philadelphia.
- Distributes harm reduction supplies-including sterile syringes, safer injection supplies, and safer sex supplies to injection drug users and sex workers at mobile and in-building syringe service sites.
- Assists in the setup and breakdown of the syringe service sites.
- Conducts street outreach and venue-based outreach to potential clients and to community organizations serving high-risk populations
- Maintains the standards of accurate and complete recording and reporting of program activities. Completes routine data entry.
- Completes routine administrative duties including filing, shredding, collating, stocking, inventory, and other operational needs.
- Performs other duties as assigned by supervisor.
- Ensure participants have active medical insurance where possible and work with internal case management to enroll uninsured participants
- Promote and maintain participant confidentiality as required by local, state, and federal law
- Assist with crisis de-escalation and coordinate response to mental health crises.
- Work in a fast-paced environment and assist with additional operational needs including drop-in center coverage and answering the agency telephone