

DEPARTMENT: Umatilla County Public Health
POSITION TITLE: Tobacco Prevention Coordinator - Limited Duration
JOB SERIES: Prevention **SALARY RANGE:** 23
UNION COVERED: Yes **BOLI EXEMPT:** No

GENERAL DESCRIPTION OF POSITION: Provides creative leadership and policy development to reduce the burden of tobacco on Umatilla County residents, specifically through the Strategies for Policy And enviRonmental Change, Tobacco-Free (SPArC Tobacco-Free) Grant. Coordinates tobacco prevention activities, agency and community relations, coalition development and resource development for community health improvement projects and the Tobacco Prevention and Education program. Support services and resource development may also be provided to other public health programs.

SUPERVISORY RELATIONSHIPS:

- Works directly under the supervision of the Umatilla County Public Health Department (UCHD) Director.

PRINCIPLE DUTIES OF POSITION:

- Responsible for the coordination, development, implementation and evaluation of the Strategies for Policy And enviRonmental Change, Tobacco-Free (SPArC Tobacco-Free) Grant. (EE)
- Assist with future SPArC Tobacco-Free grant application and the acquisition of funds for specific health education project proposals including writing a scope of work and preliminary budget. (EE)
- Submit written plans in a timely manner and in conformance with any authorizing agency requirements; submit monthly, quarterly, annual reports as may be required; prepare minutes, agendas, memos, correspondence and narrative reports as may be required. (EE)
- Survey retailers, businesses, schools, agencies, etc., regarding tobacco policies and other practices and policies affecting the health of the public. (EE)
- With approval, work flexible hours in order to plan and/or participate in conferences, community meetings, workshops and speakers bureaus as assigned. (EE)
- Utilize media to enhance resources for community projects. (EE)
- Assist in outreach to hard-to-reach populations to obtain input for community health planning activities and in increasing UCo Health's level of cultural competency as an organization. (EE)
- Prepare and present effective oral presentations to the community. (EE)

OTHER DUTIES OF POSITION:

- Actively promote the mission vision, and values of UCo Health. (EE)
- Participate in occasional after hours or weekend events as needed to include health fairs, community clinics, and public health emergencies. (EE)
- Attend all staff meetings and other meetings as requested by the Director. (EE)

- Operate as a resource to the Management Team. (EE)
- Demonstrate full understanding and active participation in fulfilling the guidelines, policies and procedures as outlined in Umatilla County's Personnel Policies, and UCo Health policies and procedures. (EE)
- Assure UCo Health compliance with applicable County, State, Federal and professional regulations. (EE)
- Participate in developing and implementing UCo Health's mission and vision, goals, objectives and projects. (EE)
- Represent UCo Health at appropriate levels in local, County and State groups as requested by the Director. (EE)
- Assist management to develop and maintain staff morale. (EE)
- Develop and sustain positive working relationships and encourage support of management, management decisions and management/county decision-making process. (EE)
- Be intuitive and perform duties independently without close supervision. (EE)
- Communication clearly and concisely, both verbally and in writing. (EE)
- Other duties as may be assigned. (EE)

ACCREDITATION DUTIES OF POSITION

- Actively participate as an accreditation team member. (EE)
- Maintain a knowledge of Quality Improvement based on the Plan-Do-Check-Act (PDCA) model. (EE)
- Actively serve on Quality Improvement teams and/or identify processes for improvement, as assigned. (EE)

PROFESSIONAL RELATIONSHIPS

Establish and maintain collaborative and effective working relationships with UCHD staff members, other county employees, representatives of other agencies and organizations, and members of the community.

PROFESSIONAL DEVELOPMENT

Attend educations and training modules that encourage professional development and enhance continual learning; assist in training and mentoring of co-workers; and maintain regular and consistent attendance.

REQUIREMENTS FOR POSITION:

- Bachelors degree in public health, health education, public administration, science or related field.
- At least one year of experience in community outreach and/or health-related program development and implementation.
- Knowledge of public health practice and community health development to include assessment, planning, implementation and evaluation; ability to organize partnerships, exercise initiative, communicate orally and in writing in a clear, concise and effective manner; utilize work processing software and the Internet with a high level of competence; and maintain excellent interpersonal relationships within a culturally diverse population.

- Bilingual preferred.
- Ability to be intuitive and work independently and as part of a team.
- Must be able to establish and maintain effective working relationships with supervisor, county employees, and community members/general public.
- Ability and availability to work outside normal working hours to include evening and/or out of county meetings.
- Possess a valid Oregon driver's license with a satisfactory driving record.
- Obtain a current certification in cardiopulmonary resuscitation (CPR) within 12 months of hire (offered through UCHD).