

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.

JOB DESCRIPTION

TITLE: COMMUNITY ENGAGEMENT/OUTREACH COORDINATOR
DEPARTMENT: PUBLIC HEALTH
SUPERVISOR: TOBACCO EDUCATION COORDINATOR
CLASSIFICATION: FULL - TIME NON-EXEMPT

POSITION SUMMARY:

The Community Engagement/Outreach Coordinator (CEOC) will be in charge of completing activities to conduct the need assessments and develop the two proposed policies for the project. CEOC works with and seeks to broaden community engagement in tobacco control efforts. The CEOC is responsible for scheduling meetings, arranging meeting logistics, working with community members on agenda development, taking meeting minutes, seeking regular consultation with statewide partners to increase training and coordination of community efforts, and tracking the activities in which community members are engaged. The CEOC maintains a rapid response method in order to disseminate information to all community members in a timely manner.

ESSENTIAL FUNCTIONS:

Need Assessment/Policy Development

- Work with Tobacco Education Coordinator to facilitate need assessment planning session, ensuring key interviews and surveys are completed on a timely manner
- Work with Tobacco Education Coordinator to facilitate community coalition meeting to learn community perspective for commercial tobacco cessation and community-clinic linkage.
- Attend tribal and non-tribal meetings to share Tobacco Education's activities, share resources, network and promote integrated tobacco control.
- Participate in tribal community events to distribute materials on topics such as secondhand/third hand smoke, aerosols, electronic smoking devices, etc.
- Provide education sessions to Tribal key opinion leaders to inform them on Tobacco Outdoor Policy and its potential benefits to AI/AN health and wellness.
- Develop 15-25 policies' packets about commercial tobacco use and impacts on AI/AN health, etc.
- With Tobacco Education Coordinator, facilitate the Midwest Academy Strategy Chart (MASC) to identify short, intermediate and long term goals, organizational consideration, constituents, allies, opponents, targets, and tactics to create a plan for the 3 grant objectives.
- Assist with creating and/or adapting a model Tobacco Cessation Policy that includes the assessment of patients for tobacco use, referral to treatment and case-managed follow-up and support.
- Provide technical assistance to LCTHC clinics that are adopting and not adopting tobacco policies.
- Assist with creating 1-2 Digital Stories at year to increase community awareness of the effects of commercial tobacco use on AIAN health.
- In collaboration with tribal community coalition and 2 federally recognized tribes, create policy to prohibit smoking, including the use of Electronic Smoking Devices (ESDs), in outdoor recreational/playground area i.e. areas where children/youth congregate on the Rancherias.

Youth Outreach activities:

- Assist Health Specialist to coordinate for Tribal youth group members to create and display 3-6 posters regarding secondhand/third hand smoke, aerosols, the long lasting effect of tobacco use, dangers of Electronic System Devices (ESDs), tobacco marketing targeting youth and Native Americans.
- Distribute Fact sheet that summarizes how the Rancheria Outdoor Policy will protect native children.
- Develop Tobacco-Free Signage for placement at 2-4 outdoor recreation/playground area, i.e., places where children/youth regularly congregate on the Rancherias.
- Participate in youth-oriented activities to distribute fact sheet on the benefits of tobacco-free playgrounds/recreational areas.
- Circulate Outdoor Policy draft to our 6 federal recognized tribes, tribal youth leaders, Tribal EPA directors and tribal stakeholders.
- Provide training to youth group members on leadership, capacity and skills to provide education on policies that protect children and youth from tobacco-related risks, including emerging products.

Other Program Activities:

- Work with Evaluation Consultant to track activities, record steps taken by CEOC, Youth Group members and community to implement project, and document outcomes from the process
- Participate in conference calls, webinars, and training regarding implementation of tobacco control policies
- With Tobacco Education Coordinator, facilitates community coalition meeting to learn community perspective for commercial tobacco cessation and community-clinic linkage.
- In charge of tracking distribution of incentives for participants.
- Monthly, contribute posts to InfoHub to share information about challenges and successes related to policy creation, adaptation and implementation.
- Assist with other evaluation activities, data collection and analysis as needed.
- Ability to multi-task, work under pressure and meet all deadlines
- Other duties as assigned by Tobacco Education Coordinator and Diabetes Education Program Manager.

EDUCATION, EXPERIENCE, CERTIFICATES AND LICENSES:

- Bachelor degree in related Health Promotion Field, preferred
- Experience in strategic planning, coalition building, community organizing, and community advocacy.
- Background in health care field with knowledge of first aid
- Current CPR and First Aid certification
- Valid CA drivers license
- Experience with the use of computer, email, telephone, voice mail and fax machine.

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sitting / Mobility: Approximately 25% of time is spent working at a desk. Balance of time (approximately 75%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. Frequently stand and walk for extended periods; stoop, kneel, and crouch to pick up or move objects, pushing and pulling, physical ability to lift and carry objects weighing up to 50 lbs. without assistance; physical ability to lift and move heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected vision and hearing to normal range; verbal communication; uses kitchen utensils and knives, stove tops, ovens, barbeque grill and other heated cooking equipment. Use of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment and outside with exposure to different weather conditions; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC. Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date